

WEB MANAGER – P2

The Web Manager will be responsible for organising and managing IRENA's website and ensure a stable, reliable and secure website structure.

Organizational Setting and Reporting Relationships:

The Web Manager will be located at the IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates.

She/he will be reporting directly to the IT Manager.

The duration of the contract will be 3 years with the potential to renewal.

Grading:

P2

Responsibilities: Within delegated authority the Web Manager will be responsible for the following duties:

- To ensure that IRENA's website is fully secured, reliable and functional 100% of the time.
- To ensure that all the necessary security tests are well defined, recorded and executed.
- To maintain the IRENA website and assist IRENA employees in the production of content development.
- To ensure that IRENA's website is optimizing its relationship with search engines.
- To analyze website traffic, statistics and trends for future enhancements.
- To assess IRENA's current website and transform it to meet the requirements as per the decisions taken in the 2010 and 2011 Work Programmes.
- To implement and manage the access rights of different levels of users.
- To make the IRENA's website a 'state of the art' innovation.
- To ensure that all different parts of the IRENA website are correctly and suitably managed.
- To propose and implement new features for the provision of a user friendly, interactive and efficient website.

Work implies frequent interaction with the following:

IT Manager, Manager of Site Support, IRENA Executive Management team and all IRENA web site contributors.

Results Expected: To successfully assess, manage and continually improve the IRENA web page to achieve a highly professional user friendly website with both up to date and relevant content outlining IRENA's history and current developments.

Competencies:

- **Professionalism:** In-depth knowledge of what makes a successful web site; ability to ensure IRENA's website exceeds the standards required.
- **Communication:** Speaks and writes both clearly and effectively; ability to listen to users concerns and needs, responding appropriately in a timely and efficient manner.
- **Teamwork:** Works collaboratively with both colleagues within IT department and users from the wider organization.
- **Planning & Organizing:** Develops clear departmental goals and targets that are consistent with agreed strategies; identifies priority activities and assignments; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Accountability:** To ensure that all responsibilities and commitments are completed to the best of his/her ability in line with both operational objectives and organizational rules and regulations.
- **Creativity:** Ability to 'think outside of the box' with regards to both problem solving and identifying future web site strategy.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and strives to understand issues from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect.
- **Commitment to Continuous Learning:** Seeks to develop oneself professionally by adding new technology skill sets and monitoring industry best practice regarding web site development and trends.
- **Technological Awareness:** Keeps abreast of new technological developments to ensure IRENA's web site is in line with advancements in web based technologies.

Qualifications:

Education: A minimum of Masters level degree educated from a field related to Computer Science or Information Technology.

Experience: A minimum of 10 years of progressively responsible web management experience including development, maintenance and testing experience. Successful history of communication with end users regarding content development. An excellent knowledge of web based technologies such as asp.net, java, php and asp combined

with an excellent knowledge of website information architecture, database design and CMS.

Language: Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

Applications

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org under the reference **Application for Web Manager** before 6th March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at www.irena.org