

**NATIONAL INSURANCE SCHEME  
MANAGEMENT POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Webmaster	<b>AGREED TO BY:</b> -----
<b>REPORTS TO:</b>	Computer Operations Manager	<b>APPROVED BY:</b> -----
<b>DIVISION:</b>	Research and Information Systems	<b>DATE EFFECTIVE:</b> -----
<b>DEPARTMENT:</b>	Computer Operations Department	-----
<b>SECTION:</b>	-	

**DESCRIPTION**

**I. POSITION SUMMARY:**

The incumbent is responsible for developing recommendations for new procedures for internet content. The position involves the assembling details of edits, and formatting information for inclusion for the website of the Scheme.

**II. MAJOR DUTIES:**

**Essential Duties and Responsibilities  
include the following:**

- a) **Design** web pages for the Scheme which includes relevant graphics, animation and functionality which allows **Maintaining** a system that solicit and analyze comments from visitors to the website;
  
- b) **Monitor** the Scheme's website to ensure adherence to standards and **Update** regularly;

- c) **Liaise** with Departments and local Offices Managers to identify relevant information content which can be published to the website;
- d) **Develop** web page formats pertaining to the Scheme in support of marketing and information dissemination initiatives;
- e) **Develop** web page infrastructure and applications functioning on pages with more advanced graphics and features as necessary;
- f) **Arrange** for the collection, editing and formatting of information for the website;
- g) **Monitor** web servers and site performance;
- h) **Implement** Search Engines Optimisation strategies for the website;
- i) **Trouble shooting** and **Maintaining** other information technology resources/ software in the scheme;
- j) **Create** and **Maintain** links on the Scheme's website to other sites of relevance to the Benefits of the Scheme.
- k) **Recommend** National Insurance and Social Security Scheme website policies and standards;
- l) **Develop** proposals for policies and programmes for the development of systematic and secure storage, and access of documents online;
- m) **Design** policies to govern data retention for the website;
- n) **Perform** any other related duties as may be assigned by the Computer Operations Manager in relation to maintaining the Scheme's Information Technology Systems.

### III. SUPERVISORY RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### IV. QUALIFICATIONS AND EXPERIENCE

Candidates should possess at least a Bachelors degree in Computer Sciences, Information Technology plus three (3) years of professional experience working at a similar level.

In addition the incumbent should have specialised training and good working knowledge in:

- Opensource Content Management Systems
- Java, JavaScript, Net, Python, Perl and other development tools
- Website and Portal Management and development
- HTML, AJAX, DOT, NET, Flash
- Search Engine Optimisation (SEO) techniques
- Trouble shooting programming languages: ASP, PHP, JAVA, DOT NET
- Social Media facilities: FaceBook, Twitter
- Website marketing and promotion
- OS proficiency and (Windows, Linux, UNIX, CentOS, etc)
- HTML editors: DreamWeaver
- Installation, maintenance, and administration of databases: MySQL, SQL
- Technologies such as Telnet, FTP, SSL, RSS
- Installation, maintenance, and administration of web servers: IIS, Apache, Tomcat
- Installation and configuration of Content Management Systems: Drupal, Joomla, etc
- Graphic programmes: Photoshop, Fireworks, Flash