



JOB DESCRIPTION

- 1. Title and Full Name:** To be filled
- 2. Job title:** Webmaster
- 3. Status:** Full time
- 4. Department:** KhmerOS, E-Learning, and Women
- 5. Organizational Relationship:**
- **Supervised by:** KhmerOS Coordinator, Open Learning Coordinator and Project Coordinator of the Women's Program
 - **Report to:** KhmerOS Coordinator, Open Learning Coordinator and Project Coordinator of the Women's Program
 - **Coordinating:** With all KhmerOS, Open Learning, Women and Open Institute personnel

6. Duties and Responsibilities:

The responsibilities of the Webmaster are as follow:

1. To develop and to systematically administer the organizational websites: Women's Web Portal, Open Learning Web Portal, Open Institute, KhmerOS website, , Open Schools, River of Knowledge, ICT National Policy Cambodia, and other websites of the organization.
2. The development and administration of all the web systems include:
 - Creating and updating related scripts, modules, features, and improving their system structures
 - Fixing all security problems.
 - Preparing content to upload including tagged text, graphic and other media files.
 - Checking the web pages and related links to assure that they are correctly displayed on the websites.
 - Monitoring daily traffic and web system performance to ensure that they are running properly and smoothly.
Backup regularly all the databases and configuration files of all the web systems.
3. To provide all necessary technical supports to colleagues whose work are related to the web systems.
4. To develop training materials on the use of all web systems, and to provide training to partner organizations of the Open Institute.

5. To develop and maintain up-to-date documentation of all related web systems.
6. To design and to prepare optimized graphic files as required to use for the webs; identify, follow and respect copyright conditions of all graphic files.
7. To liaise with the technical partner(s) and technical service provider(s) in a timely manner to ensure that:
 - The web systems are running properly.
 - The web systems are protected with updated security.
 - Solving any arising web technical problems.
6. To follow up and to reply to user queries relating to technical problems experienced in using the websites, resolve issued raised or bring issues to the attention of the person responsible.
7. To provide technical assistance related to the development and production of all promotional materials and publications of the Open Institute and its programs.
8. To regularly develop reports and documentations of related works as request by the immediate supervisor.
9. To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means: by face to face, by phone, by email, and by live chat, to inform any unsolved problems and to get assigned works done smoothly.
10. To participate and contribute knowledge and experience to build team capacity.
11. The administrative access permission (user names and passwords) of all hosting, databases and web systems are only granted to do the assigned tasks, without prior permission from the immediate supervisor, they are not allowed:
 - To change them
 - To create any additional user accounts
 - To try any experiments that can cause interruption of the websites
 - To distribute them to any third partyTo keep and use them after the period of the employment contract
12. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the KhmerOS Coordinator, Open Learning Program Coordinator and Women's Project Coordinator.

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