



MINISTRY OF JUSTICE JOB SPECIFICATION & DESCRIPTION

Job Title	Web Administrator	Reports To:	Senior Business Analyst
Department	Management Information Systems	Manages:	
Grade	MIS/IT4	Number of Posts:	One (1)

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE STATEMENT

To manage and maintain the Ministry of Justice and its portfolio of agencies websites, email systems and intranets; take care of the web security and integrity of web based systems and support web technologies, producing reports, capacity planning and monitoring uptime as well as customer support.

B. KEY OUTPUTS

- Web technologies implemented;
- Websites and Intranet(s) managed;
- Web applications maintained and monitored;
- Provide training in web site implementation and/or use;
- Email accounts created, managed and securely backup;
- Web-based security provided;
- Support provided to user;
- Technical issues troubleshoot and resolved;
- Development of the IT strategy, recovery and disaster management plan
- Preparation of Unit's Strategic and Operational Plan

C. KEY RESPONSIBILITY AREAS

- Implement procedures for ongoing web site revision
- Maintain monitoring tools on web server
- Test backup/recovery plans regularly and resolve any problems
- Provide support for existing applications and improve where possible;
- Provide training to users on Web Applications and software utilized within the Ministry of Justice;
- Implement Web technologies such as Web Forums, Wikis and Groupware Tools to provide innovative web solutions;
- Implement web site security measures, such as firewalls or message encryption.;
- Implement Ministry of Justice web templates in an appropriate Content Management System (CMS) and provide support for its users;
- Maintain and monitor websites for the Ministry of Justice and its portfolio of agencies;
- Maintain and review existing Web pages for accuracy and relevance;
- Design, implement, and update/edit web pages;
- Redesign web pages as needed;

- Gather website material from a variety of sources;
- Edit, proofread and post material/content;
- Ensure that all website content is uploaded to the site on a timely basis;
 - Test issues such as system integration, performance, and system security on a regular schedule or after any major programme modifications;
- Follow up with Communications personnel and committee to update information;
- Monitor web developments through continuing education, reading or participation in professional conferences, workshops or groups;
- Work to keep the site up to date with available technologies;
- Ensure that the overall navigational design flow of the website is user friendly;
- Monitor the usage and traffic of website;
- Provide reports on state of the website as per pre-established guidelines;
- Update email systems;
- Responds to and addresses user problems escalated from the help desk; troubleshoots user problems and effects the necessary corrective actions;
- Administer intranet infrastructure, including components such as web, File Transfer Protocol (FTP), news and mail servers
- Implement updates, upgrades and patches in a timely manner to limit loss of service
- Perform any other related duties that may be assigned;
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D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Security and integrity of web applications are maintained;
- Web applications are monitored and maintained;
- Anomalies are resolved;
- Web application functionalities conform to the user requirements and specifications;
- Websites and Intranet quality conforms to the approval of Ministry and established guidelines;
- Monthly reports submitted within the agreed time frame and in accordance to the established format;
- Strategic and Operational Plans developed

E. REQUIRED COMPETENCIES

- Must be able to control and manage various policies and permission groups
- Should possess very good communication skills
- Should deliver projects on time
- Willingness to learn upcoming technologies
- Ability to solve any technical related problem instantly
- Ability to answer technical queries
- Ready to troubleshoot any reported problems or issues
- Should have a keen eye for details
- Possess proofreading skills
- Must be innovative

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

- Coding for Windows based applications, PHP, HTML, JavaScript, MySQL, MS SQL, Visual Basic, Crystal Reports, Apache and/or IIS Web Servers and MS Access.
- Software development methodologies
- Project Management Competencies
- Familiarity with one (1) or more Content Management Systems (CMS) e.g. Drupal etc. Familiarity **with voice based and speech** activated systems a distinct advantage

(b) Qualifications and Experience

- A BSc. in Computer Science or its equivalent.
- Two (2) years web programming experience in PHP / MySQL, ASP / MS SQL, CSS, Visual Basic, MS Access, Crystal Reports, AJAX, ASP.NET.

(c) Continuous Professional Development

- Excellent analytical skills
- Solid presentation, written and oral communication skills
- Good interpersonal skills
- Ability to work in a team
- Attend relevant training on emerging trends and practices within the IS field