Habib University
Job Description

Position Title	Senior Officer Website Development
Department	Business Computing / IT
Reporting Relationship	Sr. Manager Business Computing
Application Deadline	July 25, 2015

Scope of the Position
The technical incumbent require to lead and contributes in the development and improvement of university marketing and communications strategies across the Web, Intranet, Mobile Apps, Email and Newsletters to form an effective/interactive Digital Ecosystem — S/he must be technically competent, research orientated, self-starter, grasp of English and have a keen eye for details.

Summary of Key Functions
Key Responsibility & Duties :-   • Design, Development, Improvement and Maintenance of Web Site, Mobile Apps, Newsletter, Intranet Portal and other digital communications by the institution on a day-to-day basis by marking up content supplied by stakeholders.   • Ensure sites are up and functioning properly/speedy and are available to users.   • Development of content that is Cross- Browsers, Cross Platforms, and Mobile Devices Compatible and must comply with latest SEO standards and guidelines.   • Using web analytics to inform plans and development priorities for the site.   • Assisting in the execution of online initiatives incorporating audio, video and other new media types; RSS feeds, podcasts, and other delivery mechanisms   • Design, implement and maintain main aspects of SharePoint environments including architecture, content management systems, my sites, branding, portal configuration, workflow processing, monitoring and applications integration.   • Conduct research and analysis on a continual basis to improve the usability, accessibility, functionality, and interface design for sites.   • Providing training and consultation to the University personnel as it relates to the web and especially the content management system   • Website Hosting Management on Apache/IIS   • Develop templates for use in dynamic web delivery platforms or content management systems, develop scripts to provide interactivity and other functionality for Web.   • Serving as the point of contact for contractors to support web, mobile app and intranet development and maintenance.

Required Qualification, Experience and Skills	
Qualification	• Bachelor's degree /Diploma in Computer Science / Communications Design /IT/Website Development/Multimedia or other equivalent combination of experience, education and training.
Experience	Proven experience of at least 2 years.

Essential Skills:	**Technical :** • Strong knowledge of front-end HTML 5, CSS, JavaScript / JQuery • Adobe Photoshop • HTML Editor / Dreamweaver / Notepad ++ • WordPress Web Development Framework • Creating and using WordPress plugins • Installation and configuration for WordPress multisite • Moderate Microsoft SharePoint • Moderate PHP experience **General :** • Willingness and passion to stay abreast of and learn more about web related technologies; • Writing skills, including the ability to produce clear, concise and accurate copy in accessible English. • Attention to detail and the ability to deliver error free work is essential; • Excellent planning, communication and interpersonal skills, co-ordination and prioritization skills and proven capacity to undertake varied tasks simultaneously within stringent deadlines; • Self-starter with initiative skills in order to take charge and work with little supervision whilst producing quality results; • Provide a high level of customer service to staff
Additional Skills:	• ASPX and .Net. • Graphics Designing & Animation • Hybrid Mobile Application Development IOS/Android/Windows • Laravel or Codeigniter