VACANCY ANNOUNCEMENT FOR THE POSITION OF WEB ADMINISTRATOR

Inuka Kenya Ni Sisi! Limited, a civil society organization based in Nairobi, is seeking to recruit a Web Administrator to oversee the development, design and management of its various websites as well as assist in management of its various social media platforms.

Essential Functions: The Web Administrator will be responsible for managing, maintaining and enhancing all of Inuka's websites as well as support in management of its various digital platforms. Responsibilities include front and back end development with support for all web needs including but not limited to user interfaces, primary web pages, microsites, campaign landing pages, integration to databases, back-end APIs and front end interaction on browsers.

Key Duties and Responsibilities:

Web Administrator/Developer

- Manage the content and functionality of Inuka's websites, which would serve the needs of Inuka & its networks and produce periodical website performance and status reports;
- Ensure security of the web by developing system access, monitoring, control, and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups;
- Oversee the day-to-day production of web design projects and program activities, landing page development, rich media integration, whilst ensuring the messaging is successful and the deadlines are met;
- Provide current knowledge and technical skill with various software, media and coding platforms;
- Actively lead and participate in the requirements analysis, design, development, and testing of website enhancements, new development, maintenance, and debugging;
- Spearhead web based maintenance projects including content upload, website enhancements, web-based applications, and database backed applications
- Work effectively with the various program teams to develop and update content and messaging on all sites to ensure consistency across all platforms.

Social Media

- Responsible for collating, uploading content across owned and earned social channels, as well as build and implement social media interfaces that ensure appropriate messaging is executed to support organizational goals;
- Manage content creation for on-going social media communications, and optimize content plans to grow engaged social communities;
- Monitor and engage in organization-related online conversations, and respond to social media inquiries about online activities in a timely and courteous fashion;
- Work closely with programmatic and event staff to create integrated campaigns and conduct strategic social media outreach;
- The incumbent will be expected to mentor and coach interns, staff at all times.

Qualifications & Job Requirements

- We are looking for a highly motivated, creative, hands-on, developer with a strong technical and marketing background, leadership ability, and a proven track record to oversee Inuka's entire web development platform.
- Demonstrated 3+ years of experience with PHP, HTML, CSS, MySQL, Java, JavaScript and WordPress.
- Advanced web programming and design skills;
- Proven working experience in web programming and leading custom website development and deployment
- Professional Understanding in the Adobe Creative Suite: Illustrator, InDesign, Photoshop, and Acrobat
- Working knowledge and real-world experience in planning, managing and executing social media initiatives;
- Solid knowledge of web application security, session management and development best practices
- Experience with social media platforms, including, but not limited to Facebook, foursquare, Pinterest, Twitter, YouTube, Google+ and Path

Skills and Personal Attributes

Applicant should demonstrate the following skills and abilities in the execution of their duties:

- Demonstrable flexibility, creativity, leadership and excellence in execution of their tasks;
- Clarity in communication [internally and externally] that promotes integrity, personal responsibility;
- Strong analytical, strategic thinking and planning skills and monitoring and evaluation skills/ experience;
- Keen interest in the Kenyan socio-political and economic environment;
- Strong proficiency in capacity building, (training and mentoring) to program staff and partners;

Only candidates who meet the set criteria should submit applications together with their updated curriculum vitae, copies of certificates and testimonials including details of day time contacts, current and expected remuneration, notice period required to take up appointment, names and contacts of three referees and addressed to careers@inukakenya.com so as to reach not later than **7th October 2016**.

Inuka Kenya is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.