



PAFLAR

Paediatric Society of the African League Against Rheumatism

Stronger Together for a Better Future

24TH June 2024

Website Host and Maintenance Specialist

The role objective

We are seeking a skilled and motivated Website Host and Maintenance Specialist to oversee the hosting, functionality, and ongoing maintenance of our website. The ideal candidate will have a strong background in web hosting, troubleshooting, and content management, ensuring the website remains accessible, up-to-date, and secure.

Responsibilities:

The Website Host and Maintenance Specialist will report to the Program Officer. The roles are as outlined below;

1. Website Hosting & Server Management:

- Manage web hosting services to ensure optimal performance, reliability, and uptime.
- Monitor server health, perform regular backups, and manage server updates and configurations.
- Troubleshoot and resolve hosting-related issues promptly.

2. Website Maintenance:

- Regularly update website content, plugins, and themes to ensure compatibility and security.
- Perform routine checks to identify and fix broken links, errors, and bugs.
- Implement security measures to protect against potential threats and vulnerabilities.
- Manage and update the paflar registry security and other technical requirements.

3. Content Management:

- Work with content creators to upload and format new content, ensuring it aligns with the website's design and user experience standards.
- Manage multimedia content, including images, videos, and documents.

4. Technical Support:

- Provide technical support to website users and address their concerns or issues.
- Assist with website enhancements and the integration of new features and functionalities.

5. Performance Optimization:

- Monitor website performance using analytics tools and implement strategies to improve load times and user experience.
- Optimize images, code, and other elements to ensure the website runs efficiently.

6. Collaboration & Communication:

- Collaborate with the communications, content, and design teams to ensure the website meets the organization's goals and standards.
- Communicate technical information to non-technical team members effectively. Improving the user manual document.

Qualifications

- Proven experience in web hosting and server management.
- Proficiency in content management systems (e.g., WordPress).
- Strong understanding of web technologies, including HTML, CSS, JavaScript, and PHP.
- Familiarity with website analytics tools (e.g., Google Analytics).
- Ability to work independently and manage multiple tasks simultaneously
- Knowledge of Search Engine Optimization (SEO) best practices.
- Excellent problem-solving skills and attention to detail.
- Strong communication and teamwork skills.

Preferred Qualifications:

- Experience with cloud hosting services
- Knowledge of web security best practices and experience implementing security measures.
- Basic graphic design skills for content formatting and updates.

How to Apply:

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and examples of previous website management work to info@paflar.org with the subject line "**Website Host and Maintenance Specialist Application.**"

Application Deadline: 30th JULY 2024

If you are passionate about web hosting and maintenance, we would love to hear from you!