

Terms of reference

<i>Job Opening number</i>	:	16-United Nations International Strategy for Disaster Reduction Secretariat-53990-Consultant
<i>Job Title</i>	:	Webmaster: Webmaster, graphic design, web editing and video post-production
<i>General Expertise</i>	:	Information System and Technology
<i>Category</i>	:	Web Site Development
<i>Department/ Office</i>	:	United Nations International Strategy for Disaster Reduction Secretariat
<i>Organizational Unit</i>	:	UNISDR AMERICA REGIONAL OFFICE

Duties and Responsibilities

Support the implementation of the institution's communications strategy with regards to online tools and determine the best means for its continued development.

Design and maintenance of web portals and information resources

Manage and/or support multiple virtual platforms and social networks (web portals, Facebook, Twitter, YouTube and Flickr accounts).

Development and/or maintenance of a Content Management System (CMS)

Coordination of tasks with UNISDR (particularly Americas regional office) and UNISDR communications personnel

Participate in meetings to review proposals, brainstorming and the creation of communications products and productions.

Oversee servers (hosting) containing the information and data of the respective information and web portals

Generate statistical reports surrounding the use and access / downloads of information from the web platform(s)

Ensure proper functioning and backup / safeguarding of the information platforms and ensure data security and integrity

Support the creation, maintenance and updating of communications tools including the development of promotional materials such as pamphlets, brochures, posters and banner, etc.

Ultimate result of service

Proper functioning of up-to-date, attractive, innovative and user-friendly information and web portals as well as other communications materials

Attractive and user-friendly multimedia products and productions
Proper linkage between web portals and social media
Up-to-date architecture and programming of Contents Management System
Monthly statistics on visits and downloads
Production of promotional materials as needed including design and interaction
See terms of reference for detailed information

Title & ID number of programme/project

DIPECHO South America

Is any other department or office of the Secretariat or any other organization of the United Nations involved in similar work to the best of your knowledge?

No

Travel Details (Including Cost)

Applicable

Any travel required will be financed by UNISDR's regional office for the Americas

Outputs/Work Assignment

Support proper functioning of web portals and communications products including social networks, production of multimedia and promotional products and ensure webstes and portals are supporting the institution's ongoing communications strategy.

Activities will include:

Editing source code in CSS, Javascript, HTML and XHTML

Editing section menus

Programming navigation menus and submenus

Programming buttons

Slideshow of main homepage

Links to social networks

Insert contents in English and Spanish

Incorporate graphics to the XHTML structure or HTML to the contents' design

Modify existing archives as requested by UNISDR, both in terms of graphics as well as contents provided by communications officers and personnel of UNISDR

Insert metadata and keywords in the HTML archives to ensure proper functioning and high visibility among internet search engines

Create new sections within the framework of activities, themes / issues, geographic regions and/or campaigns

Optimize images and archives for online use and promotion

Eliminate data and contents that are outdated and replace these with contents and information of use and interest to website users

Configuration of interface for the Portuguese section of UNISDR's Americas Regional webpage and ensure proper functioning of other sections (in English and/or Spanish)

Inserting and handling archives via FTP

Updating interactive applications with multimedia contents online

Programming with "actionscript" language

Converting videos from DVD format to FLV while optimizing for online viewing

Insertion of video player in swf

Video editing as needed

Provide support to updating and proper functioning of web portals
Design of promotional materials for workshops and events: banners, badges, participation certificates, etc.
Develop and/or implement Content Management System (CMS)
Maintenance of web platform(s) and social networks
Present monthly information on statistics surrounding visits and downloads

Expected Duration

To begin upon the signing of the contract until 31 December 2016 and with possible extension

Evaluation Criteria

Skills : Advanced knowledge and practical know-how of programming languages for the development of webpages: XHTML, HTML, XML, CSS, JavaScript.

Skills surrounding design and programming of Content Management Systems (CMS)

Good understanding of international organizations and in particular the United Nations system

Academic Qualifications : Undergraduate degree or above with a focus on information technology and web management is required.

Experience : At least 7 years of experience in developing and implementing websites and multimedia products
Advanced knowledge and practical experience with languages for the development of webpages: XHTML, HTML, XML, CSS, JavaScript.

Broad experience in Dreamweaver, Fireworks and FTP programmes

Proven experience in website design

Solid working experience with programming of Content Management Systems (CMS)

Good working knowledge of design programmes such as Illustrator and Photoshop

Experience with Flash tools and multimedia

Proven experience in Web design and graphic design

Experience in video post-production and editing, with programmes such as Final Cut or similar software

Language : Fluency in Spanish (speaking and writing skills). Working knowledge of English is desired.