

## **JOB DESCRIPTION**

### **Website Manager**

**Policy Briefcase** is looking for a Website Manager with excellent Content Management skills. The candidate should have an analytical mind and a detailed understanding of Search Engine Optimization (SEO) and Pay Per Click (PPC). Website managers are expected to have meticulous attention to detail, outstanding problem-solving skills, and fantastic content creation and writing skills.

To ensure success, a website manager must display an excellent understanding of content management systems (CMS) and technology infrastructures using CSS, Firewalls, IDS/IPS, Web-Proxy, and Security Audits. Top candidates will be comfortable troubleshooting the website and constantly improve the User Experience (UX) of the website.

**The Website Manager would be required to work from home only.**

### **Capabilities**

- Should have excellent understanding content management systems (CMS) and technology infrastructures.
- Should have a minimum experience of 2years or equivalent body of work.
- Should have experience in content management of a news website and understand content creation.
- Should be comfortable in working on all diverse codes – WordPress, HTML, PHP/CSS et al. HTML, Highly XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, mySQL and JavaScript.
- Should have a Bachelor's degree in Computer Science or Computers or an equivalent certificate course or experience.

- Should be adept to troubleshoot website issues in a fast-paced environment.
- Should have strong attention to detail with an analytical mind and outstanding problem-solving skills.
- Should have good time management skills with the ability to multi-task

## **Operations**

- Plan, implement, manage, monitor, and upgrade client's websites.
- Respond to and troubleshoot all website issues.
- Identify and respond to all website security breaches.
- Ensure that the website is protected by enabling the appropriate security measures.
- Update HTML, CSS and JavaScript regularly.
- Conduct content audits to eliminate redundant and/or duplicate information.
- Create appropriate website content aligned with the client's strategy.
- Ensure website quality and efficiency by conducting regular test plans.
- Improve the User Experience of the website regularly.
- Collaborate with all staff and management to ensure that the website aligns with brand strategy and meets the organization's standards.
- Create strategies to grow subscriber base and web traffic metrics.
- Ensure full compliance on the website with all laws and regulations.
- Keep up-to-date with industry best practices and monitor competitor websites.

Please send in your CV's along with a small email on why do you think you are interested in this position at [admin@policybriefcase.com](mailto:admin@policybriefcase.com)

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