



REFERENCE:	FCA: WA
JOB TITLE:	Website Administrator
REPORTS TO	Director: Finance & Corporate Affairs
DIVISION:	Finance and Corporate Affairs
DURATION:	One Year Contract – to start immediately
REMUNERATION:	R289 728 – R434 591 p.a. (CTC)
LOCATION:	ATAF Head Office 333 Grosvenor Street Hatfield Gardens Block G – 2 nd Floor Pretoria South Africa

Summary

The website Administrator will be responsible for developing and implementing the communications and marketing strategy by efficiently developing and maintaining all aspects the ATAF's websites in English, French, and Portuguese and maintaining all aspects of ATAF's online presence including Mobile Applications. This person will work closely with the technical teams from various units and supplier organizations to maintain website and mobile applications standards with regard to new developments. The administrator will also be responsible for crafting site promotions, email newsletters, web-based communication online outreach campaigns and consolidate data from various applications. The ideal candidate should also have experience managing online marketing and outreach campaigns, mobile applications and website management, content management, social media, give support to mobile applications and website requirements of core business divisions. Tasks require a strong attention to detail and ability to work under tight deadlines.

Reporting to the Director: Finance and Corporate Affairs, ATAF is looking for a dynamic, self-motivated individual with experience and skills in web management, writing and editing for the web, graphic design and site management and Mobile App development.

Key Responsibilities

Takes charge of the long term development and day-to-day updates and maintenance of ATAF's websites and sub-sites and ensures that all web pages conform to ATAF's policies, branding guidelines, and quality control standards. Web administration will include all functions related to managing website content, design, search engine optimisation, online marketing, blogs, podcasts, and social networking and the website administrator will specifically be responsible for:

- Developing, updating and maintaining content for the African Tax Administration Forum websites, mobile apps and sub-sites;
- Ensuring the full functionality of all sites at all times, in collaboration with the relevant internal and external service providers;
- Coordinating and contributing to the ATAF's website content development including quality control to market the organization;
- Converting the website to PHP in order to ensure consistency across the website and to perform quicker updates;
- Monitoring and evaluating web activities and compile monthly website statistics;
- Developing and maintaining the ATAF's intranet;
- Serving as the primary contact point for all website queries and providing timely feedback to both internal and external users;
- Facilitating online discussion forums;
- Facilitating information sharing by distributing information produced by the African Tax Administration Forum to relevant stakeholders;
- Overseeing the annual renewal of ATAF's domain name registrations and hosting agreements;
- Work with external IT service providers to resolve technical problems; and
- Undertake any other related tasks that may be assigned by the Director: Finance and Corporate Affairs, within the scope of marketing and communications.

Key Requirements

- A relevant web management related qualification
- Exposure to Mobile applications
- 3-5 years' web experience
- Proven ability to work in cross departmental teams
- Exceptional communication and organizational skills
- Advanced knowledge of HTML and experience with popular content management systems (Drupal, Convio, Kintera, etc.)
- Ability to manage multiple projects in a fast-paced, deadline driven environment
- Basic Adobe Photoshop skills

- Content management and editing skills
- Excellent writing and communication skills
- Passion, integrity and energy

APPLICATION DETAILS

Applications must include:

- 1) A letter of motivation indicating suitability for the job
- 2) CV including details of 3 recent referees with telephone and email contact details
- 3) Copies of your qualifications

Closing date: 30 November 2016

Please indicate the reference number that appears in the advert. ATAF will only consider applications that meets the above requirements. If you have not heard from ATAF by end of February 2017, please consider your application as unsuccessful. All applications must be emailed to pmaqubela@ataftax.org