



## ADVERTISEMENT OF VACANCY N° AFCHPR/2017/006

### WEBMASTER, P2 AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS (Closing date: 04/11/2017)

The African Court was established by virtue of Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, adopted on 9 June 1998 and came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring the protection of human and peoples' rights. The Court became operational in 2006 and its seat is in Arusha, in the United Republic of Tanzania.

The African Court invites applications from citizens of African Union Member States for the following position:

#### 1. Post-

- Job title: Webmaster
- Post level: P2
- Supervisor: Senior Information and Communication Officer
- Directorate: Registry of the Court
- Duty station: Arusha

#### 2. Job Purpose

Responsible for managing the website(s) other web based systems, including images, banners, articles, pages, and the social media sites of the Court and assist to ensure technology is accessible and equipped with relevant hardware and software.

#### ***Major Duties and Responsibilities***

Under the overall supervision of Registrar, and under the direct supervision of the Senior Information and Communication Officer, the Webmaster will perform the following duties:

- i) Design, develop and maintain an updated design vision of the Courts Website, Intranet and other web driven Platforms such as social media sites.

- ii) Design conceptual prototypes for usability testing and comply with usability testing results in further development of prototypes if needed.
- iii) Develop the design vision into a design theme compatible for installation on the Court's Content Management system (CMS), and compliant with World Wide Web Consortium (W3C) web standards.
- iv) Draft Standard operating procedures for Web Management.
- v) Set a comprehensive work flow of translations to and from the Communications Unit.
- vi) Set up a mechanism or digitizing information.
- vii) Train the Court's technical and non-technical staff on how to use a Content Management System (CMS) – like Joomla - to ensure easy updating.
- viii) Introduce innovative services such as RSS, podcasting, user comment.
- ix) Streamline content creation and boost author productivity.
- x) Create an effective search engine.
- xi) General consultancy on orientation about the site and its related architecture.
- xii) Assist in inputting initial content into current templates for the website.
- xiii) Put in place website security measures.
- xiv) Advise, test and install of current updates.
- xv) Assist to maintain a high degree of customer service to both Judges and staff for all CMS support queries, take ownership of user problems and be proactive when dealing with issues (troubleshoot and assist users face-to-face, by phone, by email or by remote access.).
- xvi) Assist to carry out general maintenance of IT Systems and in maintaining computers, servers and network services.
- xvii) Involve in IT projects and any other IT activities as required as they may be deemed necessary.
- xviii) Assist in administration of servers, in Installation and administration of different systems/software used at the Court, in maintaining the Court LAN and managing the Court Websites.
- xix) Work with IT team to ensure coverage of the Court events and ensure records are delivered to the communication division for archiving.
- xx) Assist the Senior Information and communication Officer in translation of content on the Court digital channels.
- xxi) Ensure all content on social media platforms are uploaded in the highest quality.

- xxii) Proof read content and edit visual materials before uploading onto the websites. Work in close collaboration with the IT and communication teams to ensure content is uploaded onto the Court platforms including live streaming sessions.
- xxiii) Perform any other duties as required.

### **3. Educational Qualifications**

Candidates must have a minimum of a University degree in Computer Science or in a related field with certification in any website designing software. A relevant advanced University degree or postgraduate diploma (Masters or equivalent) will be an added advantage.

### **4. Work Experience**

Candidates must have a minimum of six (6) years relevant professional experience in a similar position, preferably in an international organization, and relevant experience in the following areas:

- Experience in web development programming languages such as PHP, JSP ,Knowledge of W3C standards such as XHTML, accessibility standards, content sharing standards such as RSS/RDF and Open Archives Initiative;
- Extensive experience with CMS (Joomla preferred), including experience with both commercial and Open Source systems;
- Working knowledge of basic composition, page layout, art and office/web software packages such as MS Word, Excel, Dreamweaver, Adobe PageMaker, Illustrator, Photoshop and Acrobat (or Open Source Software equivalents);
- Experience with photographic manipulation, digital painting. Digital audio and video experience highly desirable,
- Experience with new technologies like RSS, podcasts etc. highly desirable
- Experience with web servers (Apache, Tomcat, IIS, Zope, etc.);
- Experience with Adobe Photoshop and knowledge with video editing preferably Adobe premiere.
- Experience with social media platforms
- Experience with Public Relations or Communication Department

## **5. Other relevant skills:**

- i) Good knowledge of MySQL databases (or similar enterprise databases);
- ii) Advanced proficiency with HTML 5, including style sheets, templates, complex tables and image maps;
- iii) Ability to install and administer computer hardware, software and networks, including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level;
- iv) Good problem solving and strong creative skills;
- v) Ability to explain technical matters clearly and to pay attention to detail;
- vi) Excellent time management and ability to meet tight deadlines;
- vii) Ability to maintain confidentiality with sensitive information;
- viii) Concentration, accuracy, and working under minimum supervision;
- ix) Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- x) Certification in digital & social media
- xi) Certification in Information Systems Security
- xii) Good communication and writing skills.

## **6. Language Requirement**

An excellent command of at least one of the African Union (AU) working languages. Knowledge of one or several other AU working languages would be an added advantage.

## **7. Tenure of Appointment**

The appointment will be a regular appointment for a period of three (3) years, the first twelve months of which will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

## **8. Gender Mainstreaming**

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

## **9. Remuneration**

Indicative basic salary of **US\$29,287.00 per annum** plus other related entitlements e.g. post adjustment (42% of basic salary), housing allowance (1,435.20 US\$ per month), education allowance (75% of school fees up to a maximum of US\$7,800.00 per child per annum to a maximum of four children aged 21 years maximum), spouse allowance (5% of the basic salary), child allowance (US\$250 per annum per child up to four children aged 21 years maximum), etc in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

## **10. Application**

To apply, please submit the following:

- i) A letter stating the reasons for seeking employment with the Court;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in the Court);
- iii) Names and contact details (including email address) of three referees;
- iv) Certified copies of degree and diplomas.

Applications should be submitted **not later than 04/11/2017** and should be addressed to the postal address or email indicated below:

**African Court on Human and Peoples' Rights**  
**P.O. Box. 6274**  
**Arusha, Tanzania**  
**Tel: +255 27 2970 430 /431/432/433/434**  
**E-mail : [humanresources@african-court.org](mailto:humanresources@african-court.org)**

NB:

1. Only candidates shortlisted for interviews will be contacted.
2. Qualified nationals of countries least represented at the Court are encouraged to apply. Below is a table of the regular professional staff employed at the Court per country as at August 31, 2017:

Distribution per Country	Number
Beninese	2
Burkina Faso	2
Burundi	2
Cameroon	3
Chad	1
Ethiopia	2
Ghana	1
Guinea-Bissau	1
Kenya	2
Malawi	1
Mozambique	1
Rwandan	1
Sudan	1
Tanzania	3
Uganda	2
Zimbabwe	1
<i>Total</i>	26

Please note that due to the limited number of professional posts at the Court, the current quota is fixed at two professional staff members per country. Such number may exceptionally be raised to three if the circumstances so require.