



## Job description Content manager ISGF website

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### **Requirements and job description:**

The content manager of the ISGF website is responsible for developing all aspects of the organization's online presence. In addition to writing, editing, and proofreading site content, this person has to work closely with the webmaster to maintain site standards with regard to new developments.

### **Responsibilities**

- 1) When there is content, create, sourcing and implement content
- 2) Maintain a consistent look and feel throughout all web properties
- 3) Working with the communication & PR team
- 4) Having the ability to work effectively with the webmaster
- 5) Editing articles from authors and proofread all web content
- 6) Oversees writers, including authors and translators
- 7) Assure web-based information is archived for future needs and reference
- 8) To issue usernames and passwords for certain groups and maintaining them
- 9) Collecting useful links for the website
- 10) Taking care of mail send by visitors of the ISGF website

### **Required Skills**

- 1) Ability to work in an international organization with many different cultures
- 2) Advanced knowledge of Joomla 4 and experience with this popular content management system
- 3) Ability to manage multiple projects in a fast-paced, deadline-driven environment
- 4) Good knowledge of English and some minor knowledge of French, journalism and excellent knowledge of the organization
- 5) Certain knowledge of Content Management System (CMS) Joomla 4, Windows, Word, Excel, PowerPoint, Adobe, Publisher and basic photo editing skills. Able to monitor the performance of the content through online tools such as Google Analytics.
- 6) Passion, integrity, priority driven and energy!