

TITLE: Web Master		ADM-038
REPORTS TO LINE MANAGER: Head of Communication Division; Administration Department		
GRADE RANGE: G3-G4		
DATE WRITTEN: 2007-03	DATE REVISED: 2007-07	DATE REVISED:

Purpose:

To define, develop, implement, and maintain the public and internal ITER websites.

Duties and Responsibilities:

- Develop, implement and maintain the ITER public website and the ITER internal website (not the graphic design).
- Act as webmaster for both websites.
- Apply the principles of rapid, intuitive and clear access to information in all areas of the ITER project via the web structure.
- Create new pages and update existing external web pages as necessary (news, vacancies, articles, image databank, video reports, flash-based educational material, etc.)
- Help and train ITER users and collaborators to upkeep their own areas of the website.
- Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
- Monitor web activities and usage
- Monitor the content of the web for completeness, accuracy, suitability, uniformity of presentation, attribution and currency.

Qualifications and Experience:

- Bsc. and 3 years experience in web design and development, including development of complex HTML documents with embedded graphics, forms, audio, video and script objects.
- Knowledge of usual webtools such as Dreamweaver, PHP, Java script, Flash, etc
- Familiar with the web structure of a large project
- Fluent in English, both in writing and in speech
- Ability to help and advise users on webbased information systems
- Ability to work effectively in a multi-cultural environment.
- Be able to work independently

Work Direction and Interfaces:

Report to the Head of Public Relations Division for issues related to the external website. Interfaces with all other Departments and Divisions.

Authority/Approval Levels:

Has authority and approval levels generally defined by the DDG for his/her scope of work.

Measures of Effectiveness:

Successfully manage the ITER public website and internal website.

