REQUEST FOR EXPRESSION OF INTEREST (REI)

Web Developer

The ASEAN Centre for Biodiversity (ACB) intends to engage the services of a Web Developer who is expected to update and maintain the ACB website and create and design fully functional microsites for events or projects under the Director of the Public Engagement Division, and in coordination with the Director of the Management Information Systems Division. The Web Developer is expected to perform the following:

- Study the setup, functionalities, and other aspects of the existing ACB website to determine the needed areas for improvement;
- Upload new and existing materials to the ACB website;
- Ensure that the design of the website is aligned with the ACB Branding Guidelines and with the prevailing trends, user experience, and user interface;
- Link information on existing ACB projects and event microsites to the ACB website;
- Design and create microsites for upcoming events;
- Ensure that security features are applied and maintained;
- Monitor and apply measures to increase website traffic (such as Search Engine Optimisation);
- Conduct training sessions for relevant ACB personnel;
- Liaise with the Management Information Systems Division on the subscription applications/software/plug-ins relevant to the ACB website; and
- Perform other tasks that may be assigned by the Director of the Public Engagement Division, with clearance from the Director of Communication

Interested applicants shall have the following minimum qualifications:

Education
- Candidate must possess at least a Bachelor's/College Degree in Information Technology, Computer Science, and other related fields.

Work Experience
- At least five years of professional experience in website development and programming
- Experience in working in an international organisation is an advantage
- Has keen attention to detail
- Can work under tight deadlines and with minimum supervision

Skills
- Has excellent communication and interpersonal skills
- Has working knowledge of relevant web design coding languages, specifically PHP Myadmin and Elementor
- Is adept in hosting
- Capable of detecting and troubleshooting website problems and glitches
- Must work well with a team
- Must have the ability to comply with work quality and deadlines
- Must provide assurance of the functionality of his/her outputs

Applicants should prepare the following and send all to acb-bac@aseanbiodiversity.org:
1) Letter of Intent of no more than two pages addressed to the Bids and Awards Committee (BAC) through the BAC Secretariat, elaborating how their qualifications and experiences make them qualified for the position. **Web Developer** should be indicated in the aforesaid letter;
2) Comprehensive curriculum vitae;
3) Portfolio; and
4) Completed Personal History Form.

Deadline for submission of completed application is on **23 December 2025**. Only applications with complete documentary requirements will be processed. Applications received beyond this date will not be considered. Only shortlisted candidates will be given due notice.

GRACE ANNE R. PALIS
Chairperson
Bids and Awards Committee