POSITION TITLE: ACB Website Developer
DURATION OF CONTRACT: Six Months
DUTY STATION: ACB Headquarters
REPORTING TO: Director of the Public Engagement
Division, Communication
Department

TERMS OF REFERENCE

BACKGROUND

The ASEAN Centre for Biodiversity (ACB), being the ASEAN's regional hub for biodiversity, has been employing strategic communication, education, and public awareness initiatives since its establishment in 2005. Due to this, more and more people from the ASEAN Member States and even from other countries around the world have come to be more familiar with the ACB and its work.
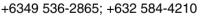To further reach a wider audience and to maintain its reputation as the main source of verified ASEAN biodiversity information, the ACB is continuously improving its communication platforms. The ACB's official website, which serves as the primary go-to resource for those seeking to learn more about the Centre, needs to be updated to ensure that its appearance, content, and functionality align with current trends and reflect the ACB's existing conservation initiatives.

To implement the needed changes, the ACB will be engaging the services of a creative and competent Website Developer.

SCOPE OF WORK

The ACB Website Developer, who will work directly under the Director of the Public Engagement Division, and in coordination with the Director of the Management Information Systems Division, 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

- Perform other tasks that may be assigned by the Director of the Public Engagement Division, with clearance from the Director of Communication

EXPECTED OUTPUTS/DELIVERABLES

The Website Developer is expected to update and maintain the ACB website and create and design fully functional microsites for events or projects.

REQUIRED EXPERTISE

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

IMPLEMENTATION PERIOD/DURATION OF CONTRACT

The consultant will be engaged for six (6) calendar months with a possibility for renewal upon availability of funds.