BBS Webmaster TOR

Vacancy Slot: 2 (Two)

Department: News and Current Affairs (NCAD), BBS

The Webmaster will be responsible for managing and maintaining the official website of BBS and social media handles, ensuring an optimal online presence, and enhancing the user experience

Scope of Work

The specific duties and responsibilities of the webmaster are as follows:

Website Maintenance:

- Ensure the website is designed well and regularly updated with the latest content, including text, images, and multimedia elements.

- Perform routine checks for broken links, missing images, and other technical issues including Intranet issues.

- Implement security updates and patches to protect against vulnerabilities.

Content Management:

- Work closely with our content team to upload and organize new content on the website.

- Optimize content for search engines and ensure proper use of metadata.

- Assist in the creation and maintenance of a content calendar.

- Ensure consistency in formatting and branding across all web pages.

Technical Support:

- Provide technical support for website users and address any issues reported.

- Troubleshoot and resolve website-related technical problems promptly.

Backup and Recovery:

- Implement regular backup procedures to prevent data loss.

- Develop a comprehensive recovery plan to restore the website in case of emergencies.

Performance Monitoring:

- Monitor website performance, optimize website speed and performance, and implement improvements as needed.

- Implement user-friendly navigation and design to enhance the overall user experience.

- Conduct usability testing and gather feedback to make continuous improvements.

- Generate and analyze website analytics reports to identify trends and opportunities.

Qualifications and Experience

- Degree or above in Computer Science, Web Development or a related field.
- have scored on average 60% and above in class X (English and Dzongkha + best three subjects), XII (English + best three subjects) and college
- writes well in English.
- Speak English and Dzongkha fluently
- Proven experience in website content management, web application development, graphic design.
- Strong knowledge of web development languages (HTML5, CSS, JavaScript, Bootstrap) and content management systems (e.g. WordPress). Social Media expertise.
- Demonstrated experience in implementing and maintaining website security measures.
- Excellent troubleshooting and problem-solving skills.
- Familiarity with search engines (SEO best practices and tools.
- Ability to multitask and perform under stress.
- Strong communication skills and the ability to work collaboratively with other teams.

* BBS may not fill all the vacancies if there are not many/adequate applicants

Selected candidates will be placed in BBS grade P3-2 with the starting salary of Nu. 24,885 plus applicable allowances