



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Project title:	UNDP/GEF Project "Small Hydro Power Development"
Project Number:	00073756
Job Code Title:	Administrator of web-site
Working nature:	Part-time assignment
Working hours:	20 hours/week, 80 hours/month
Duty station:	Bishkek
Pre-classified Grade:	SC-5
Supervisor:	Project Manager

II. Organizational Context

Under the guidance and direct supervision of the Project Manager, the Administrator of web-site manages project web-site, implements ICT management systems and strategies, and provides daily technical support to users of information management tools, technology infrastructure and internet. The Administrator of web-site promotes a client-oriented approach.

III. Functions / Key Results Expected

1. Ensures **implementation of ICT strategies and introduction/implementation of new technologies**, focusing on achievement of the following results:

- Compliance with corporate information management and technology standards, guidelines and procedures for the Project technology environment.

2. Ensures **effective functioning of the Project web-site**, focusing on the achievement of the following results:

- Administration of the website and providing nonstop work;
- Regular cooperation with managers/responsible staff of the project in Kyrgyzstan on processing of materials for posting on the website;
- Systematic preparation of materials and filling the chapters in Russian and English;
- Regular preparation of the messages and updating newsletters in the website in Russian and English;
- Regular work on accordingly designing Russian and English versions of the website, in case of necessity providing translation from English into Russian or backwards;
- Monitoring of thematical Internet-resources for collection of information, its processing and posting in English and Russian on the website;
- Managing electronic newsletters of website: formation of newsletter in case of necessity and launching the send out;
- Wide informational support for project on small hydro power in building in Kyrgyzstan with

- assistance of e-services of website and other possibilities through internet;
- Consultation of staff of project on small hydro power in building in Kyrgyzstan with assistance of e-services of website and other possibilities through internet;
- Development of partnership with thematically related resources of internet (exchange of news, banners, links, joint informational campaigns and etc.);
- Unpredictable additional works connected with management of the content and administration of the regional website;
- Registration of website and its additional resources searching of servers and in internet catalogues, and also periodical renewal of registrations;
- Creation and development of banners for the exchange with other resources;
- Monitoring of website attendance and conducting attendance statistics.

IV. Recruitment Qualifications	
Education:	Bachelor degree in the area of social sciences, business administration and other relevant areas. Certifications in hardware and software management and application (Microsoft Certification, Cisco Certification) are desirable.
Experience:	3 years of relevant working experience, management of website, knowledge of Windows-based packages/applications, knowledge of internet software.
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Programme/Project Manager		
Name / Title <i>E. Bogombaev</i>	Signature 	Date <i>12.05.2011</i>