



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
OAU DRIVE, TOWER HILL  
FREETOWN



E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)

Job Title: **WEBMASTER**  
Job Grade: 7  
MDA: Parliament of the Republic of Sierra Leone  
Location: Parliament Building, O.A.U. Drive, Tower Hill, Freetown  
Website: [www.parliament.gov.sl](http://www.parliament.gov.sl)  
Reports to: Deputy Director of ICT

### **JOB PURPOSE**

The Webmaster is responsible for maintaining Parliament of Sierra Leone website, ensuring that the site and the webmail is functioning properly and is accessible to users and to test the website speed of access and improves the loading time speed and any other related website matters.

### **MAIN DUTIES**

- To maintain Parliament of Sierra Leone website frequently
- Ensure the web servers; hardware and software are operating accurately.
- Design and remodel the website to reflect the modern trend of parliamentary website upgrade
- Create new web pages, document modules, media etc.
- Convert and upload parliamentary documents to the specific areas in the website
- Generate and revise web pages.
- Examine and analyse site traffic.
- Utilize scripting languages such as JavaScript
- Configure web servers such as WAMP server
- Serve as the web server administrator
- Regulate and manage access rights of different users on website
- Create and modify appearance and setting of site.
- Lay out content on web pages.
- Update website content and review SEO
- Monitor and analyse site performance (e.g. traffic, conversions)
- Deal with and respond to heavy volumes of email.
- Fix broken links and pictures that aren't appearing properly.
- Decide how site's content will be delivered to the Internet.
- Keep files small so sites load faster.



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## SKILLS AND QUALITIES

A webmaster should possess skills and personal qualities in the following:

- Be able to work on their own or in a team
- Be able to work under pressure to meet strict deadlines
- Have knowledge in software programming and graphics
- Be creative and imaginative
- Be able to adapt and pick up new techniques
- Have good interpersonal and communication skills
- Be thorough and precise with their work
- Be able to multi-task
- Understand Inter-Parliamentary Union website standards and protocols for Parliament.

## JOB SPECIFICATION/REQUIREMENTS

### I. Educational/Professional Qualification

- Candidate should possess an Honours Degree in Computer Science, Business Information Technology, Software Engineering or related Information Science from a reputable University With second class upper/lower
- Professional post graduate Diploma/certificate in related field will be an added advantage

II. **AGE:** Not more than 30 years

### III. Experience

- Minimum 5 years' experience in a reputable ICT institution with emphasis on Software Engineering

## COMPETENCIES

### I. Technical

- Knowledge of practical website development and management of webhosting control panel (cpl)
- Ability to analyse information and evaluate results to choose the best solution and solve problems
- Well-developed research skills

### II. Personality

- Remains calm, objective and in control in stressful situations; maintains a stable performance under pressure;
- Result oriented, ensures that key objectives are met



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- Enthusiastic and committed; demonstrates capacity for sustained effort and hard work over long time periods

**KEY DELIVERABLES**

- Effective monitoring and management of the Parliament of Sierra Leone website.