

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Website Content Officer** within the **Eastern Caribbean Supreme Court**.

JOB DESCRIPTION

JOB TITLE : Website Content Officer

REPORTS TO : IT Manager

CLASSIFICATION : SASP - 5

A. POSITION SUMMARY

The Website Content Officer will assist with developing, designing and maintaining content for the Eastern Caribbean Supreme Court web site. The position is responsible for ensuring consistency with the website vision and style guide, while developing strategies to help keep content fresh and dynamic. The Website Content Officer will be responsible for executing day-to-day updates for proactive creation and maintenance of content to promote the programmes and initiatives of the Court, as delegated.

B. DUTIES AND TASKS

The incumbent is required to perform the following duties among others:

1. Assist with managing the Website content, style and appearance, in accordance with the web communications strategy of the Court.
2. Assist with the design and layout of the Annual Report.
3. Solicit information from stakeholders for publication on the Website.
4. Promote information about the Website to target stakeholders.
5. Assist with quality assurance checks of content.
6. Report technical problems to Website Administrator.
7. Promote the ECSC Website online.
8. Assist with the development and implementation of promotional plans for the home page.
9. Assist with the development and documentation of style guidelines for web site content.

10. Publish content and projects related on the Website.
11. Write, edit, and proofread all new web content.
12. Ensure that all documents meet established content standards and work with the Website Administrator to assess any technical challenges in displaying the content.
13. Manage all the social Media channels in accordance with the ECSC social media policy
14. Assist with monitoring the site's statistics, such as user demographics, traffic flow and search engine placement.
15. Supports other print and media communication projects for the Court as required.
16. Maintains and updates information required to ensure currency of information
17. Assist with user education and training, as may be required from time to time
18. And any other related duties as required

B. SKILLS, KNOWLEDGE AND ABILITIES

1. Above average command of the English language
2. Technical knowledge and skill in written and graphic communication
3. The ability to use initiative and creativity to understand, anticipate and meet users' requirements for website contents
4. Demonstrable experience of providing excellent standards of service
5. Ability to plan and work under pressure with minimal supervision
6. Excellent communication and interpersonal skills when dealing with internal and external stakeholders at all levels.
7. Attention to detail and a methodical IN one's approach
8. The ability to work independently and effectively as part of a team

C. QUALIFICATIONS AND EXPERIENCE

Applicants should have the following qualifications:

- Diploma or Associate Degree in Graphics Designs, Digital Media, Information Technology or equivalent professional certification
- General Proficiency Passes in English Language & Mathematics (CXC/GCE)
- At least two (2) years of relevant prior working experience in a similar environment.

D. REMUNERATION

Salary will be commensurate with qualifications.

Applications along with two [2] references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
2nd Floor, Heraldine Rock Building
P.O. Box 1093
The Waterfront, Castries.

To reach him no later than **December 30th, 2016.**

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.