



Terms of Reference

Position:	Web Portal Information and Visual Design Consultant
Responsible to:	Women's Voice and Leadership (WVL) Project Manager
Location:	Abuja
Line Management:	None
Duration:	Long Term (twice a week, for a maximum of 8 days in a month)
Role purpose	

The Consultant will work with a team of Administrators to manage the WVL Project Feminist Hub. S/he will ensure smooth running and operations of the web portal through creative and appealing user-friendly interface, streamlining navigation, and increasing the web portal online presence especially among Women's Rights Organizations. In addition, the Consultant will be required to carry out routine checks on the website and give informed assessment when required. The Consultant will work with the WVL Communications Officer, Web Portal Content Consultant and the Communications Hub to ensure synergy with all AAN digital platforms.

Reporting Line

The Consultant reports to the WVL Project Manager, with matrix reporting to the Communications Coordinator and IT Coordinator.

SPECIFIC RESPONSIBILITIES

- Work with the WVL Communications Officer and Web Portal Content Consultant to generate content for the web portal.
- Respond to, troubleshoot, manage, and upgrade the web portal template and security patches.
- Ensure that the web portal is always protected by enabling appropriate security measures.
- Ensure website quality and efficiency by conducting regular test plans.
- Work with the Web Portal Content Consultant to research relevant published contents.
- Work with other members of the Communications Hub to develop relevant contents; infographics, animations, videos and other related multimedia contents.
- Upload approved multimedia, infographics and digital contents on web portal.
- Update HTML, CSS and JavaScript regularly.
- Improve the user experience of the website regularly.
- Collaborate with AAN's ICT Unit on hosting and renewal of web portal related matters.
- Keep up to date with Industry Best Practice to keep the web portal relevant
- Perform any other related task as assigned by the line manager and as a standing member of ActionAid Nigeria's Communications Hub as it relates to press relations and multimedia productions.

Key Relationships

Internal: Entire AAN Staff

External: Partners, Donors & other stakeholders

Persons Specifications

Attributes/Skills	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • First degree in Computer Science, Information Technology, Systems Engineering or any related Field 	
Experience	<ul style="list-style-type: none"> • A minimum of 3 years work experience as a Website Manager • Proficiency in HTML, XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, MySQL and JavaScript. • Understanding of Search Engine Optimization (SEO) to maximize traffic to the Hub 	<ul style="list-style-type: none"> • Experience managing websites in the Social Development Sector
Skill Abilities	<ul style="list-style-type: none"> • Ability to troubleshoot user issues in a fast-paced environment. • Excellent content creation and writing Skills • Strong Communications and Interpersonal Skills with fluency in written and spoken English • Strong attention to details with an analytical Mind and Outstanding problem-solving skills. • Excellent time management skills with the ability to Multi-task. • Updated awareness of marketing techniques • Ability to transfer skills through capacity building 	<ul style="list-style-type: none"> • Expert knowledge of Macro-media suite, Adobe suite, Content Management Systems and W3C Web standards
Personal Qualities	<ul style="list-style-type: none"> • A person of integrity • Creative and takes initiative. • Ability to work effectively in a diverse team environment • Willing to work additional hours at crucial times. • Self-motivated and able to work without close supervision • Effectively promote AAN's mission, values and objectives 	

Signed by: _____

Web Portal Information and Visual Design Consultant

Signed by: _____

Project Manager (WVL)