TERMS OF REFERENCE

Terms of Reference: IT Design and Up keeping consultant

Background

GlobalDev is the blog platform of the Global Development network that mobilizes academic knowledge on major sustainable development challenges. The blog publishes accessible, high-quality, research-based contributions from researchers working on socio-economic development from a number of disciplinary angles, within and beyond economics, from both Southern and Northern institutions. The blog runs in English, French and Spanish, and its audience includes researchers in the social sciences, policy actors, development assistance professionals, students of development and the general public. As part of a move to increase GlobalDev's readership and update its communication strategy, we would like to renew the blog's visual identity. GlobalDev is run by the Global Development Network, with funding from the French Development Agency (AFD).

Scope of role

The IT design and up keeping consultant will work closely with the Blog Manager and with the IT Manager to customize, maintain and support the blog's interface. S/he will be primarily responsible to:

- Assess the blog's information system and identify gaps that need to be addressed.
- Communicate these gaps to the blog team in a simplified manner.
- Implement the website design created by the graphic designer
- Assure the Drupal Website Maintenance.
- Provide overall and on demand support to fix upcoming issues with the platform.
- Maintain development or staging environments separate from live environments.
- Install Software, module/Security patches and upgrades including bug fixes.
- Install, upgrade or modify existing modules on sites.
- Manage, edit, update and maintain the site (this includes all development work: CSS/Theming, Drupal, jQuery, etc.).

Preferred Qualifications:

- 3+ years experience in IT

- Experience with operating systems, current equipment and technologies, enterprise backup and recovery procedures, and system performance-monitoring tools
- Experience with Drupal
- Professional certifications
- Advanced computer skills and detail orientation
- Ability to keep company passwords and information confidential

Time commitment

1-2 days/month on average, based on needs

Timeline

February 2022 onwards

Reporting

The Consultant will report to the Blog Manager.

How to apply

To apply, please send you CV, samples of your work, and a brief motivation letter mentioning your daily consulting rate (all inclusive) to jobs@gdn.int. **The deadline is January 31th 2022, midnight GMT +1. Please mention the name of the position in the subject line of your email.**

For queries, please contact the following email: editors.globaldevblog@gdn.int