Sheikh Saud Bin Saqr Al Qasimi Foundation for Policy Research

**About Us**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to aid in the social, cultural, and economic development of Ras Al Khaimah, a northern emirate in the United Arab Emirates (UAE). Established through Emiri decree by His Highness Sheikh Saud bin Saqr Al Qasimi, UAE Supreme Council Member and Ruler of Ras Al Khaimah, the Foundation is considered a non-profit, quasi-governmental organization

As a valued part of our team, you will work alongside talented people from a large variety of personal and professional backgrounds. We are strong believers in investing in our people and strive to help each person achieve their best through development of skill sets and training.

**About the Role**

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| **Website Specialist** | |
| Hours of Work | Monday – Thursday: 8.25 – 5pm  Friday: 8.25 – 4pm  Flexibility is required as some late evenings and weekend work will be required as per Foundation needs |
| Location | RAK Gas Building, Ras Al Khaimah |
| Contract Type | Full time, permanent (2-year renewable contract) |
| Reporting to | Deputy Director |
| Sponsorship | 2-year renewable sponsorship |
| Minimum Requirement | Master’s degree in a relevant field or minimum of 5 years’ experience in a similar role at senior level |

This is an exciting role for a talented website specialist looking to apply their skills and experience. You’ll be part of a talented team that plays a leading role in raising the profile and awareness of the Foundations brand as well as increasing engagement with existing and new audiences around the Foundations amazing work.

The Website Specialist role plays a crucial part in maintaining our website and enhancing its online presence. Your focus will be ensuring the websites are functioning efficiently and maintaining the image the Foundation is wanting to convey.

This can involve working with the technical side of websites, such as troubleshooting issues, setting up web hosts, ensuring users have access and programming servers.

You will also oversee user-facing aspects of a website, like its appearance, navigation and use of media, including designing web pages within a website, choosing fonts and colours for written text and formatting additional media, like images, audio files or videos, to display correctly. Experience in website design and activation is advantageous.

**Responsibilities**

* Oversee the day-to-day maintenance, health and functioning of the Foundations online presence through our websites.
* Carry out daily maintenance on existing systems to ensure that they are functioning efficiently
* Work closely with colleagues in all departments to support a high-quality value-added content creation programme which adheres to consistency of design and strategy. This will include new landing pages, blogs, infographics, video content, events, press releases and more.
* Manage web agency support for new, highly technical deployments and upgrades.
* Create strategies to improve website traffic which align with organizational goals and Marketing campaigns
* Monitor website performance using Google Analytics, Altmetric and other associated tools and provide regular reports to each department.
* Diagnose and advise senior management when performance problems arise and provide solutions.
* Implement best practices in web development, including security, accessibility, and usability which aim to improve the website user experience.
* Develop and manage a site outage strategy in conjunction with other teams within the business.
* Stay up to date with the latest web development trends and technologies from an IT, marketing and website development perspective.
* Complete regular checks to ensure hardware and software are functioning correctly.
* Provide advice to colleagues working on other digital platforms, such as customer portals and subsidiary websites.
* Maintenance of company website
* Daily webpage updates that can include but not limited to blog creation, banner updates etc
* Marketplace management including listing updates, listing moderation, customer communications etc
* Updating website content and automated procedures for maintenance (category management, CMS and promotions as per guidelines)
* Continually review web content, links and design, providing necessary updates and enhancement in a timely manner.
* Monitor website security and report to respective agency
* Identify useful site performance metrics collects, tracks, record, compiles, analyses and reports site visibility data.
* Conduct user testing and use analysis to assess usability and effectiveness of site: with recommendations for improvement based on analysis
* Discuss, analyse, review and resolve usability issues in conjunction with development teams.
* Communicate with site visitors and users to assist with any queries or concerns.
* Keep up to date and maintain knowledge and expertise in web design and development
* Write clean and scalable, well documented code using languages such as HTML, CSS, JavaScript and Backend Framework like NodeJS, Python or Laravel.
* Develop and implement an efficient keyword strategy for on-page and off-page SEO
* Troubleshoot and Debug to optimize performance and fix bugs in a timely manner

**Key Relationships**

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| **Internal** | **External** |
| Research Team | Local, regional and international Stakeholders |
| Arts & Culture Community Team | Foundations, think tanks and nonprofit organizations, locally, regionally and internationally |
| Education & Community Development Team | Ras Al Khaimah Government |
| Learning and Development Team | Other as required |
| Admin Team (HR & Finance) |  |
| Other Foundation Colleagues/departments |  |

**About You**

The successful candidate will have a proven track record in a similar role.

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| **Experience** |
| Minimum bachelor’s degree in computer science, IT, web development, systems engineering or related field is required, but a minimum of 3 years practical experience in website development and management will also be considered. |
| Good organization, planning and time management skills, supporting independent working and managing multiple projects simultaneously. |
| Project management abilities to aid with the effective conception and deployment of website projects and multi-tasking. |
| A positive approach to collaboration with cross-functional teams. |
| Exceptional attention to detail and problem-solving skills. |
| Maintenance of Company website |

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| **Skills, abilities and knowledge** |
| Marketplace management – including listing updates, listing moderation, customer communications etc |
| Minimum 3 years’ experience in website development and management |
| Solid knowledge of CMS platforms such as HubSpot, Wordpress and Wix |
| Thorough understanding of website design and administration |
| Strong analytical and problem-solving skills |
| Strong verbal and written communications skills |
| Strategic Development and planning |
| Excellent organisational skills and attention to detail skills. |
| Maintains company websites. |
| Ability to plan and deliver targets within a set time frame |
| Understand the intricacies of web hosting providers, copyright compliance and user experience best practices. |
| Excellent presentation skills |
| Thorough understanding of website design and administration |
| Solid knowledge of CMS platforms such as HubSpot, Wordpress and Wix |
| Proficient in using tools such as: Slack, Mailchimp, familiar with the process and method of front-end project engineering |
| Familiar with Cloud platforms (AWS, Azure, Google Cloud) |
| Strong knowledge of database system (MySQL, MongoDB, Postgre SQL) |
| Familiar with version control (Git) |

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| **Personal Attributes** |
| Ability to work as part of a team and autonomously, using own initiative |
| Be a team player with a collaborative working style and clear focus on given targets and delivering outcomes successfully |
| Passionate about the exploration of cutting-edge technologies |
| Passionate about the role and the Foundation – Modelling the values and visions at all times while representing the Foundation |
| Energetic and enthusiastic |
| Strong interpersonal skills |
| Willingness to attend or work at, where necessary, commitments outside of “normal” working hours. |

**How to Apply**

We appreciate your interest in working with us. We are committed to recruiting great people who want to make a difference. To find out more about the role and submit your application, please visit our website: <https://www.alqasimifoundation.com/career>

Please be aware we will require you to submit the following with your application:

* Portfolio URL

We look forward to hearing from you.