The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in eleven countries and engage in collaborative research with our partners in more than 50 countries. The Center is a nonprofit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

Unique opportunities have arisen for gifted individuals to contribute to the mission of the Center and make a personal impact on the lives of millions of less fortunate people in developing countries around the world. You could be one of the highly competent and motivated individual to fill the following position:

WEB MASTER
(Duty station: Penang, Malaysia)

Responsibilities:

- Reviewing web content on WorldFish's intranet, corporate website and project websites at multiple stages of development for conformity to standards for information architecture, editorial style and WorldFish corporate identity;

- Providing training, guiding and adding staff on overall use of Content Management System (CMS) and management of respective website sections as required;

- Gathering required information and materials to develop and update content on WorldFish's intranet, corporate website and project websites in close collaboration with other units, e.g. Human Resources Unit (HRU), Information Technology and Telecommunication Unit (ITTU), disciplines and regional offices;

- Liaising with external suppliers, support and partners (e.g. outsourced website vendor such as XIMNET and CGNET) on contracts, maintenance, technical adjustments, content and images;

- Working in collaboration with ITTU to track, evaluate and report WorldFish website and intranet usage to recommend improvements for increased effectiveness and efficiency;

- Coordinating and updating content for WorldFish corporate website and other WorldFish project websites which includes managing the worldfish-webmaster@cgiar.org email account;

- Coordinating and updating content for WorldFish intranet, which includes managing the Business Development and Communications (BDC) section by creating, editing and uploading all BDC products onto the site; and

- Other related tasks as required by the supervisor.

Requirements:

- Degree / diploma in IT related field;

- 2-3 years of working experience relevant to job description provided above;

- Experience in web Content Management Systems (CMS);

- Able to use web / multimedia editing software e.g. Microsoft FrontPage;

- Able to use image editing software e.g. Adobe Photoshop;

- Experience with programming languages like ASP, ASP.NET, C++, Java, HTML, CSS, HTTP and XML;

- Able to understand technical software and hardware, including client / server web applications;

- Strong computer skills in Microsoft Office applications such as Word, PowerPoint, Access and web authoring software;

- Excellent interpersonal skills, ability to work with diverse groups of people;

- Able to work independently, take initiative and be adaptable to solve problems either independently or collaboratively as a member of a team;

- Capacity to work in a fast paced non-profit environment; and

- Strong written and communication skills.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a detailed resume that includes a cover letter, names and contacts (telephone, fax, and e-mail address) of three (3) professional referees who are familiar with the candidate's qualifications and work experience via email to worldfish-hr@cgiar.org, no later than **10 August 2007**. This position will be based at the WorldFish's headquarters in Penang. Only short-listed candidates will be notified.