



THE OPEN UNIVERSITY OF SRI LANKA

VACANCY

POST OF WEB MASTER

Applications are entertained for the **Post of Web Master** from the permanent Academic staff members of the Open University of Sri Lanka, who possess knowledge and experience in web site design, development, and management.

Qualifications, Experience and expected traits

- A degree in Computer Science, Information Technology, Natural Sciences or Engineering.
- A minimum 1-year experiences in web site content management, web application development, and/or general graphic design.
- Proficiency in the use of software tools (e.g., Dreamweaver, Photoshop, social media etc.).
- Proficiency in the use of programming languages (e.g., HTML, CSS, PHP, SQL, etc)
- Proficiency in web site design in HTML, Joomla/WordPress and web site usability and tracking approaches.
- Proficiency in English, including writing and editing.
- Strong interpersonal skills and oral communication skills.
- Ability to handle multiple tasks and perform under stress.

The selected candidate is expected to perform the required work, over and above his/her normally assigned duties, and hence will be eligible to receive a monthly honorarium of around 25% of the basic salary.

Specific duties and responsibilities are as follows;

1. Design, update, and maintain OUSL's website and Intranet websites.
 2. Error and content checking of OUSL websites, at least twice a day.
 3. Repurposing and formatting content received in a variety of formats from various stakeholder to align with the web requirements.
 4. Coordinate with stakeholders regarding the updating of information to the OUSL Website.
 5. Ensure that the site content and the design comply with the relevant policies and directives issued from time to time.
 6. To oversee the web server to ensure an uninterrupted service while implementing security protocols.
 7. Conduct timely backup of the website.
 8. Incorporate other web-based applications and management systems based on the requirements.
 9. Ensure accessibility and optimum performance of the web site, through regular website audits.
 10. Address users' technical web-related issues.
 11. Analyse the usage of the web site, interpret the impact on the website in catering to user needs.
 12. Research and formulate new applications and innovations to upgrade the online environment.
- Implement any other tasks assigned in relation to the design and the management of OUSL websites.
13. Provide ICT assistance or any other support whenever required.

E-mail your comprehensive Curriculum Vitae; describing the particular experience in the relevant field and Educational Qualifications with the copies of relevant certificates to reach the e-mail address arigau@ou.ac.lk on or before **07.03.2023**.



Registrar

The Open University of Sri Lanka

20.02.2023