United Cities and Local Governments (UCLG) is looking for a Webmaster to join our growing Communications Team

SUMMARY

We are seeking a Webmaster who joins our team at the United Cities and Local Governments World Secretariat in Barcelona.

She/He will be the responsible for maintaining the organizations websites, ensure its proper functioning and work to maximize UCLG’s presence by creating new pages and curating quality content for our websites, blogs, marketing promotions and various social media postings. We value new ideas, professional drive and curiosity. The ideal candidate is a self-motivator who enjoys his/her work and seeks innovative ways to communicate.

Responsibilities

- Maintains content and oversees day-to-day management of websites
- Ensure security and availability of websites
- Working with the Image and Communication department to unify the image of different websites and social networks.
- Provide support to the coordination and implementation of UCLG’s communication work
- Responsible for the design of web pages, including graphics and animation
- Assist in the creation and development of monthly social media reports
- Assist the social and digital team with additional tasks as required

Requirements

- Bachelor’s degree in Information and Communication Technology ICT or web design with 2 years working experience in Website Management (proven experience needed)
- Working knowledge of Spanish, English and French
- Certification in Drupal, HTML, CSS skills is required (other tools are also valuable)
- Knowledge of social media analysis tools
- A strong communicator, both written and verbal
- Excellent writing and grammar skills and attention to detail
- Quick learner, self-motivated, and ability to multi-task
- Works well under pressure and deadlines
- A thorough knowledge of Search Engine Optimizations (SEO) techniques

Duration of the initial contract

- 3 months with possibility to be contracted as internal staff member

How to apply

Please send us before 15 May 2015 the following:

1. **A letter of motivation** (maximum 2 pages), explaining your interest and objectives in this vacancy. [*in English or/and French*]

2. **A curriculum vitae**, including employment history, secondary/higher education, professional qualifications, significant other activities or positions held (e.g. in voluntary associations), and details of two references we can contact [*in English or/and French*]

3. Please use the title "UCLG Webmaster" in all email correspondences at: hhrr@uclg.org