

Terms of Reference: Asst. IT Officer / Webmaster

The Assistant IT Officer / Webmaster is responsible for the development, design, management, and maintenance of RTC's websites, encompassing day-to-day site operations as well as collaboration with stakeholders. The role also includes coordinating and monitoring the quality of web-related activities, and providing oversight and support for other IT-related tasks as required.

The specific duties and responsibilities (including but not limited to the following) are as specified below:

- Design, develop(if needed), update, and maintain RTC's public and intranet websites, ensuring accuracy, functionality, and usability.
- Conduct thorough content and error checks on RTC websites at least twice daily.
- Adapt, format and upload content received from various stakeholders to meet web standards and requirements.
- Coordinate with internal and external stakeholders for timely updates and accuracy of website information.
- Ensure website content and design comply with relevant policies, guidelines, and directives issued from time to time.
- Implement and monitor measures to safeguard website security.
- Perform regular website backups to prevent data loss.
- Integrate web-based applications and management systems into RTC websites in accordance with institutional requirements.
- Proactively maintain website accessibility, performance, and user experience through regular audits.
- Diagnose and resolve technical issues reported by website users.
- Monitor and analyze website usage, providing insights into user behavior and needs.

Others ;

- Support the deployment, maintenance, and management of the college's IT infrastructure, Software and equipment.
- Research and recommend innovative ICT solutions to enhance the college's digital infrastructure.
- Provide ICT support and technical assistance to staff and departments as required.
- Perform any other duties assigned by the IT Officer or management.

Required Programming Knowledge

- Web Development Languages and Platforms: Proficiency in PHP, Joomla, Next.js, and WordPress.
- Website Design Languages and Tools: Strong knowledge of HTML5, CSS3, Bootstrap, jQuery, and related web design frameworks and tools.