

## Vacancy – ICT and Website Coordinator

Busara Promotions is a Zanzibar-based international NGO working to enhance social, cultural and economic growth through building appreciation of the region's music, developing skills and opportunities for musicians, strengthening local arts infrastructure and networks. The organisation seeks to recruit experienced and committed professionals to assist in delivering its new Five Year Strategic Plan.

### Key responsibilities:

- To ensure maintenance and availability of website including
  - domain name management,
  - webhosting management
  - email-newsletter list-management incl address book and other databases
- To maintain and develop (as directed)
  - web-pages written in HTML and PHP
  - email newsletters (HTML)
  - server-side database functionality such as call-for-artists, artists profiles, show-times, audience feedback
- To ensure weekly back-ups of website incl server-side database, newsletter address lists
- To maintain upkeep of user computers including
  - access to internet, printers, network hard drive,
  - ensure regular back-ups and virus checking
- To ensure provision of office computer equipment presently including
  - networked hard drive (ie availability, capacity, back-ups)
  - printers, scanners, network routers etc

### Qualifications:

- Minimum 3 years of relevant working experience
- Proficiency in
  - cPanel (v11), Dreamweaver (v8), phpMyAdmin (v2.11)
  - HTML, PHP, MySQL (v4), Dada Mail (v3.0.5)
  - MS Word, Excel and internet
- Proficiency in English and Kiswahili (French desirable, but not essential)

### Reports to:

- NGO Director

### Required:

- part time, two year contract starting May 2010

### Remuneration

- Local salary is negotiable, pending experience and skills

### Leave entitlement

- 20 days, plus Government holidays

### Deadline for applications

- 24th April 2010

Busara Promotions is committed to diversity and gender equality and employing local people wherever possible. Please note only candidates under serious consideration will be contacted.