



## JOB DESCRIPTION - WEBMASTER

As part of the PARADE 2 project, CDA is recruiting a Webmaster.

### JOB DESCRIPTION

Project title	Project on the empowerment and integration of the internally displaced persons in Dschang and its Surroundings - phase 2 (PARADE 2)
Function	Webmaster
Type of Contract	Fixed-term, volunteer contract (CDD)
Duration	10 months
Nature of the position	Part-time
Working hours	Monthly
Assignment	Home
coordinator (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the partners planned in the project
Travel	Yes - for team work at headquarters
Subordinate (s)	Web Assistant & Community Manager

The Cameroon Debate Association (CDA) is an apolitical and secular association, open to Cameroonian youth. Its main purpose is to offer young people of both sexes the opportunity to acquire the knowledge and methods necessary to develop their personality and facilitate their social integration, and to offer them opportunities to lead, individually or collectively, actions aimed at the well-being of their communities.

PARADE project. Now in its second phase, the Project for the empowerment and integration of the internally displaced persons in Dschang and its Surroundings (PARADE 2) targets displaced English speakers residing in the municipalities of Dschang, Santchou, Bafou and Mbouda. PARADE 2, primarily, aims at promoting peace and citizenship in the IDP host communities, contribute to the integration and capacity building of English-speaking displaced people. Then, while preparing them for the return, it promotes self-employment and socio-economic integration of young people,

women and girls English-speaking displaced with a favorable impact on the management of the post COVID-19 environment, including waste and garbage. Spread over ten (10) activities, this phase is a continuation of the first with a direct target of six (06) thousand displaced from NOSO.

## I: MISSIONS

- Manage the CDA website and its sub-domains;
- Design, maintain and manage a crowdfunding platform;
- Define an adapted and efficient virtual strategy in digital communication;
- Increase the visibility, ranking and SEO tracking of association platforms by at least 70%;
- Regularly improve the performance of the crowdfunding platform;
- Report every month on the management of the crowdfunding platform;
- Supervise the development and multiplication of online content;
- Train the association, the project team, or the beneficiaries in ICT in collaboration with the web assistant and the community manager;
- Have at least six (06) win-win partnership agreements signed online with advertisers.

## II: TASKS

- Maintenance and management of the CDA website and its sub-domains in connection with its social networks and projects;
- Design, maintenance and management of the crowdfunding platform in connection with its social networks, projects and CDA activities;
- Empower and upgrade the project team and CDA members on ICT proficiency.
- Supervision of an online communication team made up of at least three experts;
- Management of Internet users' mail flow;
- Production of a monthly activity report;
- Production of a statistical visit and web performance report;
- Any other task entrusted to the candidate and deemed useful by his superior.

### III: RESEARCH PROFILE

- Have already designed at least 3 up-to-date professional websites;
- Passionate about computers and the internet;
- Proficiency in programming languages (Javascript, HTML, CSS, PHP, etc.);
- Proven web marketing / web design knowledge;
- Able to communicate in English and French;
- Can work under pressure;
- Flexible, curious, creative;
- Discipline, thoroughness and autonomy in work;
- Relational and communication skills;
- Applications from young developers without a diploma are strongly encouraged.

### IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address [parade.cameroon@gmail.com](mailto:parade.cameroon@gmail.com) with the title "JOB-PARADE 2020-WEBMASTERJ".

Each application includes:

- A cover letter adapted to the position requested
- CV (no more than 5 pages)
- A declaration of good character duly signed.

The incomplete or non-compliant application files will simply be rejected.

- Call for application: June 15, 2020
- Deadline for applications: July 31, 2020 at 12:00 p.m. GMT.
- Response to preselected candidates and technical tests: August 15, 2020
- Interviews (Dschang, online or phone): **August 28-29, 2020**
- Starting date : 02 September 2020

More information on the PARADE project,

here: <https://debatecameroon.org/fr/le-projet-parade/rapports-parade/>

NB: Only the preselected candidates will be notified..