

VACANCY: Web Project Intern

Introduction

The Global Campaign for Education (GCE) founded in 1999, is a global civil society movement working to end the education crisis. GCE members bring together civil society organisations, NGOs, teacher unions, child rights activists, parents' associations, young people and community organisations who work together in coalition in nearly 100 countries. GCE promotes education as a basic human right, mobilises the public to put pressure on governments and the international community to fulfil their promises to provide free, compulsory, high quality public education for all.

Short description

The Global Campaign for Education (GCE) is seeking to recruit for the following position: **Web project Intern**

Job purpose:	To improve, maintain and update the current GCE website and develop digital outputs.
Location:	Johannesburg, SA
Salary Range:	Internship stipend
Reporting to:	Communications Officer and Head of Campaigns and Communications
Employment Type:	Fixed-term internship with possibility of renewal, to commence ASAP until 31 st December 2019

Duties and responsibilities:

Website maintenance and update:

- Uploading relevant blog on the website.
- Fixing daily issues (broken links, images, pages and posts formats).

Website improvement:

- Review the indexing of content.
- Analyse and delete duplicate contents (pages/ posts).
- Reorganise pages and posts to optimise access to information.

Digital Communications outputs:

- Integration of monthly newsletters (MailChimp).

Qualifications and Key Competencies:

Essential

- An interest for NGO work and understanding of GCE's core values, principles and mission to promote the right to education.
- A degree or certification in coding and website development.
- Proven experience in a related position or ability to demonstrate the required skills.
- Proven experience in managing social media platforms and expertise in digital communications (including websites, emailing and newsletters).
- Working knowledge of WordPress administration interface and database.
- Working knowledge of Dreamweaver or similar software.
- Working knowledge of HTML, CSS, JavaScript, PHP and other coding languages.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Excellent interpersonal skills over email, by phone and in person.

- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable

- Experience at the international level or an international organisation
- Working knowledge of design software (InDesign, Illustrator, Photoshop)
- Working knowledge of video editing software.

Application process

For further information on GCE, please visit our website: www.campaignforeducation.org/. To apply for this position, please submit your application letter and a CV (**2 pages maximum**), including at least two references and links to relevant materials, to jobs@campaignforeducation.org on or before the closing date: October, 13th 2019. Please indicate the job title you are applying for in the subject line of the email.

- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.
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