The World Vegetable Center (WorldVeg) is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. WorldVeg conducts research and development programs that contribute to improved incomes and diets in the developing world through increased production and consumption of nutritious and health-promoting vegetables. For more information about World Vegetable Center, please visit our website: www.worldveg.org.

We seek to recruit a highly skilled and motivated Website Manager to join the Communications team at its Headquarters in Shanhua, Tainan, Taiwan, to support the website development, integration, security, updates, SEO optimization, and collaborating with departments to address the organization’s evolving requirements.

Key Responsibilities:

Web building

- Coordinate the building of a new website in close collaboration with the Communications Lead and others (Multimedia Content Curator, HR Director, Research Management Team, etc.).
- Ensure full integration of associated features, e.g. publications database, intranet, etc.
- Oversee the testing of the beta version, and ensure seamless content transfer from the current website.

Web management

- Maintain website content, regularly upload new material (text, images, videos, etc.), and revise existing material or remove it.
- Manage the website's technical infrastructure, including web servers, databases, domain names, etc.
- Ensure the website is secure from malware, virus, or other corruption risks.
- Conduct regular updates and maintenance to ensure website functionality and security, resolving technical issues as they arise.
- Monitor website performance and usability, and gather feedback for website enhancements that improve navigation and user satisfaction.
- Optimize content for (SEO) to enhance visibility and reach.
- Apply search engine optimization (SEO) and integrate social media platforms to expand online presence.
- Manage user accounts, log-in credentials, and permissions.
- Develop and implement new website features.
- Collaborate with other departments to ensure that the website continues to meet the evolving needs of the organization.
- Perform any other duties as required by the needs of the Center and as directed by the supervisor.

The Person:

Qualifications and Experience:

- A bachelor's degree or higher in web development, computer science, or a related field.
- At least 2 years' experience in website management, including design and layout (image editing, etc.).
- Familiarity with common website development and content management systems (Drupal or others).
- Understanding common website programming languages (HTML, HTMLS, CSS3, JavaScript, MySQL, Python).
Experience with website analytics tools, and UI (user interface) and UX (user experience) design.
• Strong understanding of search engine optimization (SEO) principles and best practices.
• Excellent troubleshooting and problem-solving skills.
• Team player, with good communication and collaboration skills, and ability to work under pressure.
• Good level of English required, spoken, reading, and writing.
• Knowledge of design software (Indd, Adobe, Photoshop) is a distinct advantage.

The Reward: This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits.

The candidate we hire will embody WorldVeg’s Five Core Values:

1. Dedication to Innovation and Knowledge Sharing
   Supports the conduct of world-class science, respects ethical standards, and is committed to sharing results in a transparent manner.

2. Commitment to Impact
   Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.

3. Commitment to Partnerships
   Believes in the value of partnerships to advance research for development.

4. Respect for People
   Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.

5. Respect for the Environment
   Strives to minimize its environmental impact and to introduce greener technology and practices.

How to Apply: Applicants should submit a letter of application explaining their suitability for and interest in the position along with a curriculum vitae (in English), a recent passport-size photograph, names, and addresses (including telephone/fax/e-mail) of three referees, and date of availability to jobapply@worldveg.org or the job bank site on or before 30 December 2023. Please mention the position title in the subject line.

Note: This is a project-based position, and this project will end on 31 December 2025.