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| **Organization:** | GrowthAid |
| **Title:**  | IT and Website Management Intern |
| **Job Function:**  | Reports to the IT and Finance Officer |
| **Classification:** | Intern  | Due date: Immediate |
| **Background:****Job Purpose****Location** | GrowthAid is a Ghanaian NGO with an exclusive focus on Water, Sanitation and Hygiene (Wash) and the prevention of Neglected Tropical Diseases (NTDs) in poor and marginalized communities. Our vision is of a world where everyone has access to safe water and improved sanitation and where no one dies from preventable diseases. Our mission is to contribute to transforming the lives of the poor and marginalized people. We collaborate with relevant national and local organizations to ensure the sustainability of our work. For more information, refer to <http://www.growthaid.org/>.The position of IT and Website Management Intern is in the department of Finance and Support Service. The position holder will support the re-design and development of GrowthAid’s website and support in the development and management of content to ensure organizational visibility. Accra |
| **Responsibilities:** | The IT and Website Development Intern is responsible for content management of GrowthAid’s website. The position holder will work directly with a Consulting firm to re-design and redevelop the website. Subsequently, the IT and Website Development Intern will be responsible for the management of content and ensuring that the website is up to date with relevant information. The key accountabilities of the position holder include:* Work with IT consultants and the IT and Accounts Officer to re-design and develop the website.
* Plan and coordinate all activities related to the management of GrowthAid’s website and ensure they are implemented in a timely and cost-effective manner.
* Liaise with the Communications and Visibility Intern and operations colleagues to develop content and ensure that the website is updated accordingly
* Regular communication with operations team regarding network, system hardware and software changes/issues/updates and user registration, updates, and termination
* Assist in procurement and evaluation of all technical equipment (including printers, copiers, etc., in compliance with IT standards and procedures).
* Any other duties assigned by the Executive Director of GrowthAid
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| **Training/Experience:** | * Good training in web design and management up to the first-degree level.
* Familiarity with different web formats and design types
* Basic knowledge of graphic design
* Ability to work remotely with minimum supervision
* Ability to work across teams and in groups.
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| **Technical Expertise:** | ***Required Expertise:**** Management and maintenance of websites and Local Area Networks (LANs)
* Maintain network security (antivirus and communication devices), backup and restore procedures.
* Database management and conducting IT assessments
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| **Education, Professional Qualifications and Certification:** | A Bachelor’s degree and or advanced training in computer science, information science/technology or related field.  |
| **Language Requirements:** | * Fluent and superior mastery of English
* French language would be an asset.
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***Submissions of Applications:***

Interested candidates for this position should submit their formal application and resume to hr@growthaid.org and Mawunya Semanu at mawunyasemanu@growthaid.org not later than June 15th 2020.