

Terms of Reference

Initiative to Promote Tolerance and Prevent Violence (INITIATE.MY)

Kuala Lumpur, Malaysia

Vacancy Announcement: Web Developer and Designer

Job Title: Web developer and designer

Supervisor: Project coordinator

Position Status: One-off contract

Duration: 3 - 4 weeks

Working Mode: Remote

Salary: Based on quotation

Project Background:

INITIATE.MY is a data-driven initiative to promote tolerance and prevent violence based in Malaysia. It is powered by Komuniti Muslim Universal (KMU Malaysia) that was founded in 2015 by former radicalised youth committed to counter extremism with counter-narratives based on the prevention of violent extremism (PVE) and human rights.

Job Description:

Web developer and designer is responsible for developing and designing the interface, navigation and aesthetic of the website.

Main Duties and Responsibilities:

1. Set up website hosts, connect databases and other back-end and front-end components;
2. Set up basic standards for both graphics and contents for website;
3. Incorporate data visualisation platform/software on the website;
4. Provide technical supports and maintenance after setup such as addressing concerns, resolving bugs, upgrades and improvements;
5. Review innovative technologies for existing and future projects;
6. Undertake appropriate measures in ensuring website security against cyber-threat and virus;
7. Configure web analytics systems;
8. Responsible for familiarising the project team with the website;
9. Work closely with the project team and provide assistance as needed;
10. Organise and participate in coordination meetings with the project team;
11. Facilitate hand-over process of the website to the project team;
12. Perform miscellaneous job-related duties as assigned.

Qualifications:

Experience

- A minimum of 3 years of relevant experience in web development and design;
- Familiarity with any experience working on prevention of violent extremism (PVE), public policy or/and human rights is an asset;
- Knowledge of web security for applications, networking, and operating systems;
- Solid knowledge of web designing, JavaScript and HTML;
- Ability to handle web optimisations in web sites, planning and tuning web applications.

Language Requirements

- Excellence in English and Bahasa Malaysia (spoken and written).

Skills and Competencies

- Ability to work independently with minimal supervision;
- Understanding of data and the role it plays in transforming a civil society organisation;
- Communication skills, both written and oral;
- Complex problem-solving and analytical skills;
- Ability to work in an agile scrum project team;
- Ability to multitask, prioritise and be detail-oriented.

Selection of candidates is made on a competitive basis and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age or ability.

The position is a one-off contract and based in Klang Valley. Interested candidates should send their CV, work plan (1-2 pages) and quotation to salam@kmumalaysia.org. Please include **'INITIATE.MY Web Developer and Designer'** in your email subject.

Only candidates that demonstrate the above requirements will be short-listed and contacted.