

Job Title:	Webmaster
Department-Division-Section:	Technical Services – Management Information System Division
Reports to:	Manager – Business Operations
Supervises:	None
Overall Objective:	To provide top-notch IT/MIS services across the LRA in order to generate revenue by providing technical support to the development and maintenance of the LRA website.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to Design, customize and update web pages and templates for LRA website, intranet and other social media sites; 2. Responsible to cconfigure web servers such as Apache and examine and analyze site traffic. 3. Responsible to ensure that all LRA user have access to the website and emails
Main Tasks:	<p>R1: Responsible to design, customize and update webpages and templates for LRA website, intranet and other social media sites</p> <ol style="list-style-type: none"> 1. Publish and continuously update website design, templates, appearance and looks based on feedbacks from internal and external stakeholders 2. Work closely with business units as the major content emanate from the business and other units within the LRA some of which are Media, Communication & PR; Domestic Tax; Customs; Taxpayer services and ensure working will relevant units to remove aging contents are remove regularly <p>R2: Responsible to configure webservers and examine and analyse site traffic</p> <ol style="list-style-type: none"> 1. Ensure the web servers, hardware and software are operating accurately, and act as web server administrator <p>R3. Responsible to ensure that all LRA users have access to the website and emails</p> <ol style="list-style-type: none"> 1. Providing preventive maintenance of database application systems 2. Ensure that all relevant database applications require to enhance revenue collection is available at all times 3. Perform any other IT related support
Qualifications:	AA in Computer Science or IT; Certification in HTML, JAVA, CSS, My PHP. Web Author and other web languages is required etc....

Interested applicants can address their cover letter to the below address and email:

Chupee W.G. Howe
Assistant Commissioner
Human Resource Division
Liberia Revenue Authority
ELWA Junction, Paynesville

Email address: hrjobs@lra.gov.lr

Deadline for Application is 5pm, April 4, 2022.