**Job titleWeb editor (internship)**

**Section of the organisation**Terre des Hommes Netherlands / Regional Office East Africa

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# Objective of the organisation

Terre des Hommes Netherlands prevents child exploitation, removes children from exploitative situations and ensures these children can develop themselves in a safe environment. Terre des Hommes Netherlands Regional Office East Africa supports local project partners in the implementation of projects for vulnerable children in the region, to create a world in which all children can have a humane existence and can grow up to be independent adults.

# Objective of the position

The aim of the ‘Web editor’ internship is to revise and update the information about Terre des Hommes Netherlands’ work and projects on the regional website [www.terredeshommesnl.org/en/east-africa](http://www.terredeshommesnl.org/en/east-africa), in line with the website’s main objective to share information and create visibility of Terre des Hommes Netherlands and its local partners.

This internship position is for the duration of 3 months to start with, with optional extension after evaluating this new role by the Regional Office East Africa.

# Position within the organisation

Is responsible to the Regional Communication Officer of Terre des Hommes Netherlands East Africa in Nairobi. Works occasionally with the programme staff of the Regional Office East Africa, and liaises if needed with the Head Office staff responsible for online communication.

# Responsibilities and Results

***Ensuring site content is accurate***

* Managing site content: updating existing content and producing new content.
* Writing, editing and proofreading content (text and images).
* Uploading and publishing content (through online content management system).
* Creating a planning for regular updating of the site content.

***Ensuring the image library is up to date***

* Classify, label and store all footage (photos and movies) in an orderly manner on the server.

***Assisting in producing/developing other communication means***

* Ensuring new site content is shared for possible use in other communication means, both within the region as well as outside the region (HO communication within The Netherlands).
* Giving feedback on existing ways of communication, and developing suggestions for improvement.

***Others***

* Assist in any other task upon request of the Regional Communication Officer.

**Requirements (essential knowledge, skills and experience)**

* College graduate in communications, journalism or multimedia.
* Experience in web content management (including working with content management software), writing and editing for the web, basic graphic design and site management.
* Computer literacy: proficiency in Microsoft Office software (Word, Excel) and basic skills in working with photo editing software (Photoshop).
* Ability to undertake research using various (mainly internal) resources.
* Excellent communication skills, both written and oral, in fluent English.
* Thorough and precise working style, with strong attention to detail.
* Dynamic, self-motivated and self-starting personality.
* Social skills to work on his/her own within a team.
* Ability to respond flexibly to changing priorities.
* Knowledge of the website’s target audience and requirements is an advantage.
* Basic knowledge of HTML is an advantage.

East African nationals are encouraged to apply.

**Competencies**

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| 1. **OPERATIONAL COMPETENCE**

Attitudes and skills used to fulfil ones tasks |  |
| **Competence** | Definition  |
| 1. Initiative | Decisive performance in different situations  |
| 2. Organising | Planning and structuring of own workload |
| 3. Attitude towards work | Balanced performance and commitment to work  |
| 4. Coordination | Organisation of input from different persons/ organisations and the ability to involve each partner |
| 5. Flexibility | The ability to change attitudes and responses towards work  |
| 6. Result Based  | The desire to deliver results in order to meet the objectives/goals |
| 7. Ability to handle stress  | Ability to function normally under pressure or difficult circumstances and the capability to put issues/events into perspective  |
| 8. Integrity | Believes in the code of conduct of the organisation and acts accordingly |
| 9. Self Development | Is geared towards the development of own potential, attitudes and skills |
| 1. **INTERPERSONAL SKILLS**

Attitudes and skills used in relation with others  |  |
| **Competence** | Definition |
| 10. stakeholder orientation | Investigating stakeholder wishes and needs and acting accordingly; anticipating stakeholder needs; giving high priority to service and stakeholder satisfaction |
| 11. co-operation | Actively participating in building a good team and creating a good working atmosphere  |
| 12. networking | The ability to establish relationships and nurture them in order to come to a network of people who can contribute to the objectives/goals  |
| 13. cross cultural awareness  | Being conscious about different cultural values and ability to accept and act accordingly |
| 14. gender awareness | Showing, by displaying vision, action and sticking to policy, that the aim is to achieve equality between men and women in society, taking account of the environment |
| 15. negotiating  | Ability to persuade others, even if they have different interests, to come to a consensus by using different strategies  |
| 16. handling conflicts | Ability to restore broken relationships with colleagues for the sake of a good working atmosphere  |
| **C. EXPRESSION**  |  |
| Competence | Definition |
| 17. verbal expression | The ability to express thoughts and ideas *verbally* in such a way that others will comprehend the meaning.  |
| 18. written expression | The ability to express thoughts and ideas *in writing* in such a way that others will comprehend the meaning.  |