

**Center for Career Placement & Alumni**  
*Graduate Placement Services (GPS)*

**JOB VACANCY FORM®**

**Job Reference No.:** JV790

**Company Name:** United Arab Emirates University

**Company Type:** Government



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| <b>Job Position/Title:</b> | Webmaster                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Academic Major:</b>      | All IT major                              |
| <b>Salary Range:</b>       | 7000 to 18000 AED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Years of Experience:</b> | 3 years of experience in web development. |
| <b>Job Location:</b>       | Al Ain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Job Type:</b>            | Permanent                                 |
| <b>Nationality:</b>        | Only UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Gender:</b>              | Both                                      |
| <b>Job Description:</b>    | <ul style="list-style-type: none"> <li>• Monitor and maintain the Central University websites for adherence to web standards.</li> <li>• Mediates between web publishing unit and system administrator, ensuring adherence to applicable Web language coding standards and currency of Web links. Optimizes Web architecture for navigability, quality and style of the site</li> <li>• Manage the Enterprise Content Management system structure, roles and documentation.</li> <li>• Works with web team on development of Enterprise Content Management Systems templates, web templates and portal channels</li> <li>• Develop and maintain technical manuals and documentation of the web team.</li> <li>• Monitors web use, web accessibility and produce web statistical reports.</li> <li>• Supports and maintains web sites content which is owned by web services.</li> <li>• Assists in the plans and development of systems for the carrying out of annual tasks such as the Implementation Plan.</li> <li>• Supervise and coordinate the work of members of the temporary pool, interns and/or volunteers.</li> <li>• Researches and makes recommendations for changes on software, hardware and system to continually enhance web services for both members and end-users.</li> <li>• Respond to inquiries and complaints from users about the web services.</li> <li>• Attends seminars and workshops, reads professional journals, and otherwise stays abreast of changing technology.</li> <li>• Make recommendations for improving web development work flow.</li> <li>• Maintain, respect, and protect the confidentiality of information held within, or transferred across, the university's computer and communication resources in any format.</li> <li>• Responsible to adhere with all information security policies and procedures of the University.</li> </ul> |                             |                                           |



## Center for Career Placement & Alumni

### Graduate Placement Services (GPS)

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|                                   | <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Minimum Qualifications:</b>    | <p>* Strong knowledge of W3C standards, current browser technology, and search engines. * Extensive experience with HTML, a standard Web site creation software program (such as MS FrontPage) * Skills in JavaScript, XML, Active Server Pages (ASP), VBScript, and DHTML are highly desirable. * Skills in other server-side and client-side web languages such as PHP, C++, Java, Perl, SGML, ColdFusion, ActiveX, etc. would also be valuable. * Skills in Adobe Photoshop, Macromedia Fireworks or similar design software are required.* Bachelor's Degree required, preferably in computer science or related field.</p> |
| <b>No. of Positions Required:</b> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Job Close Date:</b>            | Open Until Filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة  
**IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University**

To Apply, UAEU Graduates/Alumni should send their CVs to:

**cio.office@UAEU.AC.AE**