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**Médecins Sans Frontières Australia**

**Job Description**

**Position: Web Developer**

**Location: Sydney**

**Reporting To: Web Manager**

**Status: Full time / 10-month contract**

**Start date: February 2019**

**Organisational Context**

Médecins Sans Frontières (MSF) Australia is one of 21 national sections of Médecins Sans Frontières committed to delivering medical-humanitarian aid to populations in crisis in over 71 countries. Médecins Sans Frontières delivers medical humanitarian aid based on need alone.

Médecins Sans Frontières operates independently of any discriminating factors including political, religious or economic allegiances and irrespective of race, religion or gender. Médecins Sans Frontières is committed to expanding and improving the medical humanitarian care it offers to its beneficiaries and to remain independent.

Each year, the MSF Australia website receives over 500,000 visitors and raises more than $5 million in donations. MSF recently started growing its presence in New Zealand and raises income and recruits field workers through the MSF New Zealand website. The fulfilment of these objectives is dependent on our digital assets being innovative and efficient.

# Overall Responsibility

The Web Developer plays a key role in delivering on MSF-A's vision and contributing to innovation and growth at Medecins Sans Frontieres in Australia and New Zealand. The Web Developer realises the technical aspects of digital projects for the organisation, as well as ensuring existing assets, including Médecins Sans Frontières Australia (MSF-A) and MSF New Zealand websites, are maintained and optimised. The Web Developer contributes to the evaluation of existing platforms and recommends strategies to ensure MSF remains innovative and competitive. The role forms part of the Digital Communications Team and works collaboratively with the digital marketing, field recruitment and Information, Communications and Technology teams.

**Main Tasks / Duties**

Website Maintenance

* Maintain website, including
  + Updating Drupal modules
  + Maintaining Drupal Core
  + Implementing bug-fixes as required
  + Maintenance of secure online donation forms and database
  + Maintenance of secure system for administration of online donations

**Digital projects and optimisation**

* Implement digital projects as specified and required by the Web Manager
* Contribute to the objectives of other MSF-A departments by advising, developing and implementing digital projects as required
* Integrate ecommerce with transactional email provider (e.g. SendGrid)
* Integrate ecommerce with secondary payment gateway (eg. Stripe) and new payment technologies (eg. Apple Pay)
* Test, evaluate and implement UA, UI and UX enhancements in line with strategic objectives of key stakeholders
* Optimise for speed and conversion
* Implement back-end SEO optimization
* Implement tracking tags for analysis
* Ensure necessary tags and tracking scripts are implemented and functional on the site to track all digital activities

**Technical Management (Systems, Data, and Technology)**

* Back-support to the Web Manager and ICT to maintain web servers, including:
  + Security – compliance with PCI-DSS credit card security standards
  + Uptime – ensuring web servers are available and functional
  + Responsiveness – ensuring web servers capacities are not strained
  + Backups – ensuring daily backups of data are successful
* Maintenance & development website Content Management Systems, including:
* Training of key staff in content editing and relevant use
* Ensuring CMS is up-to-date and secure
* Management of common standard digital technologies supported by MSF-A, ensuring consistency of:
* Minimum browser support
* Mobile-friendly designs and cross-device support
* Programming languages
* Databases
* Accessibility

**Relationships**

* Reports to Web Manager
* Provides digital communications advice and support to Supporter Relations, Information, Communications and Technology department, Fundraising department and Field HR department on specific projects or through the Digital Working Group (DIDG).

**Essential Criteria**

* 5+ years PHP development experience
* 3+ years Drupal experience, including custom module development
* Linux (Ubuntu), Apache2, MySQL, PHP5 and PHP7 experience
* Deep expertise and hands on experience with programming languages such as HTML, CSS and a mobile-first design approach
* Git repository experience (Bitbucket, etc)
* Strong grasp of security principles and experience in adhering to PCI-DSS security principles
* Experience integrating with third-party APIs
* Experience in optimising for speed and scalability
* Web server management skills
* Ability to work independently and within a team
* Ability to multitask and balance urgent requests with longer-term projects

**Desirable Criteria**

* Understanding of testing and optimising user experience (UI, UA and UX)
* Strong communication skills
* Ability to quickly troubleshoot issues and communicate effectively
* Up-to-date with current and emerging technologies, standards, and trends
* Keen attention to detail
* Personal interest to work in support of a social or humanitarian cause

**Applications**

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

**Applications close: Sunday, 20th January 2019**

Applications and enquiries to

Email: officerecruitment@sydney.msf.org