Senior Assistant Manager/Manager (Web / Digital), Corporate Communications
Singapore Institute of Technology

Job Title	Senior Assistant Manager/Manager (Web / Digital), Corporate Communications
Department	Corporate Communications
Institution	Singapore Institute of Technology
	Singapore, , Singapore
Date Posted	Jan. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing
	Computing/Informational Services
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498600/senior-assistant-managermanager-web-digital-corporate-communications
Apply By Email	

Job Description

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Job no: 498600
Department: Corporate Communications
Contract type: Contract
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You are responsible for the planning, development and maintenance of the Institute's websites. You will oversee the website architecture and functionalities and work with stakeholder departments as needed for each project. Work closely with Digital Transformation Office and IT department regarding web strategy, technology support, implementation and website security. Plan website maintenance and cyclical overhaul and refresh sites' "look and feel" in accordance with the Institute's branding efforts.

Key Responsibilities

- Manage the Institute's panel of term contractor providing web development service, including vendor exploration and qualification, drafting and organising public tender to appoint term contractors, performance review and renewal.

- Provide technical leadership for design and implementation of new features and software system enhancements.

- Provide strategic planning for the Institute's collection of websites/microsites, ensuring that the Institute's overall web presence is well-organised, coherent and effective.c

- Understand operational requirements and objectives from stakeholders and direct term contractors in developing web user journeys and interfaces to achieve them.

- Work with web content contributors to strategically focus content as a key part of the overall user experience.

- Maintain effective working relationships with internal stakeholders as well as external agency partners.

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- Provide monthly reports on website performance as well as progress updates on ongoing maintenance efforts and projects.

- Offer expertise and guidance in Drupal and SharePoint to facilitate business growth and development.

Key Requirements

- Bachelor's degree in computer science or related field.

- Minimum of three years of progressive experience in website development.

- Experience in developing and maintaining web applications and Content-Management Systems (CMS) (e.g. SharePoint, Drupal).

- Proficient in HTML, CSS, Bootstrap and JQuery.

- Solid knowledge of Google Analytics (GA4).

- Knowledge in Chatbot development frameworks, Generative AI and Cloud Platform is an added advantage.

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Advertised: 23 Jan 2024 Singapore Standard Time
Applications close: 29 Feb 2024 Singapore Standard Time

Contact Information

Contact

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Singapore