

## Website Content Manager

IPCC WGI Technical Support Unit

Located at the University of Paris-Saclay (Saint-Aubin, France)

Working Group I (WGI) of the Intergovernmental Panel on Climate Change (IPCC) is recruiting a **Website Content Manager** for the IPCC Special Report on Global Warming of 1.5°C.

The Intergovernmental Panel on Climate Change (IPCC) is undertaking its Sixth Assessment (AR6) cycle. Working Group I (WGI) assesses the physical science basis of climate change. The WGI Technical Support Unit (TSU) provides scientific, technical, operational and communications support for the activities and products of WGI. It is also responsible for coordinating the preparation of the IPCC Special Report on Global Warming of 1.5°C, for which all three Working Groups have joint scientific oversight.

This is an important opportunity to make a core contribution to the Special Report on Global Warming of 1.5°C. The successful candidate will play a major role in communicating the findings and key concepts of this highly anticipated Special Report to audiences around the world through the dedicated report website.

The Website Content Manager will contribute to the development of the structure of the Special Report website, in collaboration with the TSU team and an external web design company. S/he will also be responsible for the timely and accurate upload and maintenance of content. Further responsibilities will include troubleshooting website anomalies, ensuring the website content is accurate, researching and proofing material (images and text) for the site, and acting on feedback from the WGI TSU and IPCC.

The successful candidate will report to the Head of Communications and the IT Officer of the WGI TSU, joining a multi-disciplinary team in a dynamic and international working environment.

## Responsibilities

### Website Content Management

- Serve as editor-in-chief for all content to ensure quality, clarity and consistency;
- Upload materials to the website by agreed deadlines;
- Test website content for compatibility/formatting across devices/platforms;
- Coordinate development of the website with an external web design company to ensure ease of information discovery and navigation of content for different user scenarios;
- Contribute to the design of the website architecture.

### Website Project Management

- Implementation of web solutions by monitoring project progress;
- Tracking action items;
- Conducting information design and implementation reviews;
- Examining, researching, and resolving issues; escalating issues to appropriate authority;
- Responding to team members' concerns; coordinating requirements with interested teams.

### Website Support, Training, and Guidelines

- Develop detailed website upload instructions and FAQs;
- Train all new staff and/or temporary staff in content authoring and editing;
- Liaise with staff to troubleshoot problems;
- Act as contact person for staff to troubleshoot web content problems.

### **Requirements**

- Proven work experience in website content development
- Hands on experience with MS Office and WordPress
- Excellent written English
- Attention to detail
- Good organizational and time-management skills

### **Desirable skills**

- Basic knowledge of HTML, PHP, CSS and MySQL
- Basic knowledge of Adobe PhotoShop and Illustrator

### **Application**

The position is a fixed-term contract until 31 December 2018.

We are seeking availability to start as soon as possible after the deadline for applications. An extension of this position may be possible and will be evaluated later this year, in relation to the ongoing activities of the WGI TSU.

Please apply by sending a letter of motivation, curriculum vitae and contact details for two referees to Elisabeth Lonnoy (elisabeth.lonnoy@universite-paris-saclay.fr), Project Assistant, WGI TSU. **The deadline for applications is 30 April 2018.**