## Vacancy Announcement

### Officer, Web Design and Development

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

Click here for more details: https://bracjpgsph.org/career

BRAC JPGSPH is looking for a skilled individual for the position of Officer, Web Design and Development at the School.

**Purpose:**

The incumbent of Web Design and Development to join our Communications team, who will consistently raise the bar for creativity and user experience. The ideal candidate has to be a talented person who has extensive technical expertise and can work independently as well as with a team to create, maintain, and update the school's websites and related products. Proficiency with JavaScript, HTML, CSS, and web applications and services is essential for succeeding in this role.

**Key responsibilities:**

- Create well-designed and tested code using best practices for web development and web-based products (websites, newsletters, event microsites, data collection forms, etc.) including cross-device responsive design
- Create websites and interfaces using standard HTML/CSS practices, and incorporate data from back-end databases and services
- Design, write and edit website contents as and when required
- Develop implementation plans for completing larger web-related projects, and suggest solutions to improve existing websites
- Work with various stakeholders across the school to gather and refine specifications and requirements based on technical needs
- Develop and validate test routines to ensure the quality of the external and internal interface
- Maintain a professional understanding of web development by tracking current trends
- Conduct regular file backups regularly to local directories

**Requirements:**

- Bachelor's degree in web design, multimedia design, computer science, or a relevant subject, in combination with two years of qualifying experience
- Excellent programming skills and in-depth knowledge of modern HTML/CSS and Javascript
- Solid understanding of how web applications work including security, session management, and best development practices
- Solid understanding of content management systems (CMS) such as WordPress
- Demonstrated experience of UI/UX design
- Basic knowledge of Search Engine Optimization process
- Strong organizational skills to juggle multiple tasks within the constraints of timelines
- Ability to work and thrive in a fast-paced environment and learn rapidly
- Good interpersonal skills and is able to build and maintain productive relationships with colleagues and stakeholders
- Proficient language skills in English and Bangla

**Salary:** The gross salary range for this position starts from BDT 30,000/-. A higher salary can be offered to highly deserving candidates.
**Benefits:** Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

**How to apply:** All interested candidates are advised to submit the application through email at: recruitment.sph@bracu.ac.bd on or before **9 January 2025**. Please mention the following in the subject line of your email: **Job Application for Officer, Web Design and Development**

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.
We are an equal-opportunity employer and encourage applications from qualified women and minority candidates.
The Organization reserves the right to make an appointment at a grade lower than advertised.
BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.