



- **Job Description:** Web Developer – Maintenance, Updates, and Security
- **Position:** Web Developer (Maintenance)
- **Reports To:** Outreach and Communications Manager
- **Location:** Malta
- **Employment Type:** Part time – Retainer



### About the IIJ

The International Institute for Justice and the Rule of Law (IIJ), an Inspired Institution of the Global Counterterrorism Forum (GCTF), provides training to lawmakers, police, prosecutors, judges, corrections officials, and other criminal justice practitioners on how to address terrorism and related transnational criminal activities within a rule-of-law framework. Established in 2014 in Malta, with an international Governing Board of Administrators (GBA) representing 13 countries and the European Union, the IIJ has established itself as a leading platform to deliver innovative and sustainable counter-terrorism capacity building based on the rule of law and related good practices developed by the GCTF and other international and regional fora. For more information, visit the IIJ website: <https://theij.org>

### Job Overview

The IIJ is seeking a dedicated and experienced Web Developer to ensure that its website remains secure, up-to-date, and optimized for both usability and performance. The successful candidate will play a crucial role in managing all technical aspects of the IIJ's website, addressing bugs, implementing regular updates, and maintaining a robust security posture. This role is essential to the IIJ's digital presence and its mission to provide critical training and capacity-building resources to international stakeholders.

### Key Responsibilities

#### Website Maintenance and Updates:

- Regularly monitor the IIJ website for performance, functionality, and content accuracy.
- Perform routine updates to website content, plugins, themes, and backend systems.
- Ensure the website is responsive and accessible across all devices and browsers.
- Collaborate with IIJ teams to implement new features or tools based on organizational needs.

#### Bug Tracking and Resolution:

- Identify, document, and resolve website bugs efficiently.



- Proactively test the website for errors or issues, ensuring minimal downtime.
- Coordinate with IIJ staff to address reported issues promptly.

#### **Security and Compliance:**

- Conduct regular security audits and implement necessary patches or fixes.
- Ensure compliance with global web standards and data protection regulations, including GDPR.
- Manage SSL certificates and other security protocols to safeguard sensitive data.
- Monitor for unauthorized access attempts and implement strategies to mitigate risks.

#### **Analytics and Reporting:**

- Utilise web analytics tools to monitor site traffic, user engagement, and performance.
- Prepare periodic reports on website health, security status, and updates.
- Set up automated alerts for critical issues, such as downtime or security breaches.

#### **Collaboration and Documentation:**

- Work closely with IIJ teams to update content, troubleshoot issues, and optimize website functions.
- Maintain comprehensive documentation of website configurations, changes, and security protocols.
- Train non-technical staff as needed to support basic content management and updates.

#### **Requirements**

##### **Education:**

- Degree in computer science, Web Development, or related fields (or equivalent experience).

##### **Technical Skills:**

- Proficiency in web development languages, including HTML, CSS, JavaScript, and PHP.
- Experience with content management systems (CMS) such as WordPress.
- Strong understanding of website security measures, including encryption, firewalls, and vulnerability testing.





- Familiarity with web hosting services, DNS management, and server configurations.
- Knowledge of web analytics tools (Google Analytics, etc.) and SEO principles.
- Proficiency with version control systems (e.g., Git) and issue-tracking platforms (e.g., JIRA).

#### **Soft Skills:**

- Strong problem-solving and troubleshooting capabilities.
- Effective communication skills, including the ability to explain technical concepts to non-technical staff.
- A proactive approach to identifying and resolving issues.
- Commitment to maintaining high standards of quality and security.

#### **Preferred Qualifications:**

- Attention to details, flexibility and proactivity.
- Experience with cloud-based hosting services (e.g., AWS, Azure, or Google Cloud).
- Proficiency in English (Arabic and/or French is a plus).

#### **How to Apply:**

If you are an experienced web developer with a strong commitment to maintaining secure, user-friendly websites and a passion for supporting the IIJ's mission, we encourage you to apply. Please submit your resume, portfolio, and a cover letter detailing your relevant experience to [khaira@theij.org](mailto:khaira@theij.org)