



**International project
Belarus Beehive 2.0 Supporting civil society as a key driver of democratic transformation of
Belarus”**

announces recruitment for the vacancies for the staff positions

Position Title: Officer on Technical support to the e-platform

Location: Vilnius

Duration: 30 months

Workload: 10 %

Indicative starting date: July 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 1 July 2024 as final deadline

Description of the position:

Technical support to the e-platform of the day-to-day functioning of the e-platform - a corporate website with a learning management system (LMS).

Key responsibilities

The Officer on Technical support to the e-platform shall:

- Create new web pages based on the provided design templates
- Develop buttons that direct users to pages containing brief texts and forms for data entry.
- Implement a system to track and count users who have viewed the courses, including general site statistics (consider implementing user authorization).
- Add a footer section featuring partner logos.
- Program 2-3 self-diagnosis questionnaires, providing visual results upon completion. The content for these questionnaires will be provided.
- Add new sections to the main menu as required.
- Perform minor adjustments and updates to existing web pages.
- Maintain the website and promptly address any technical issues that arise.
- Conduct necessary hardware and software adjustments and troubleshoot issues to maintain productivity.
- Install applications that enhance workflow and productivity.

Required Skills and Experience

- Experience in web-sites and LMS administration;
- Ability to work with and reconcile the views of diverse individuals;
- Ability to work under minimal supervision with high level of resilience;
- Ability to exercise the highest level of discretion and confidentiality in carrying out the duties;

Offered remuneration

200 euro per month (gross amount).

Application procedure

If you are interested in the role, please send your CV and motivation letter (in English) to hr.beehive@proton.me with the reference: "Officer on Technical support to the e-platform". The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is 1 July 2024.