Job Responsibilities and Duties (Web Developer – Daffah Website)

Job Title	**Web Developer – Daffah Website**
Reporting to	**IT Manager**
Department	**Information Technology**

Introduction

The Web Developer contributes in all in-house Intranet / Web Developments and daily maintenance of websites and web related IT projects based on the Company/Management requirements and fills a critical role at all stages of the development process, from commencement to launch of those sites. The Web Developer also assists with technical support of website development and function, and advises Company/Management on best practices in those areas.

Responsibilities and Duties

Design and Development (General)

1. Creation, Design, Decoration, Layouts, Maintenance, Updates and Modifications of all group Company web sites based on the Company/Management Requirements.
2. In-house intranet/Web related Software Developments in a variety of codes including HTML & PHP and all other related web languages from the experience gained based on the Company/Management Requirements.
3. Front end /back end web development using modern techniques and frameworks — such as HTML, CSS, JavaScript, jQuery and all other related web languages along with responsive design and to ensure proper functionality.
4. Perform web management tasks including, but not limited to: developing and maintaining functionality of above mentioned websites and web page design and layout.
5. Serve as an advisor between Company/Management and Information Technology Department regarding web related Software developments and related technologies providing recommendations, awareness, and support as needed to integrate front-end assets to backend systems.
6. Be a guide to Company, staff, and Management of web service capabilities, principles, and protocols.
7. Conduct research into emerging areas of web technology and Software Developments.
8. Maintain confidentiality in all information's related to all Software Developments, Company and Management.
9. Testing website functionality to ensure accuracy and compatibility with different browsers and resolutions
10. Management and administration of domains /web space/website/webhosting accounts under the supervision of Authorized person.
11. Maintain all current and forecasting social networking sites such as Twitter/Facebook etc… under the supervision of Authorized person.
12. Providing technical and design advice to the Marketing/Sales/Accounts department when required.
13. Any other reasonable duties/tasks which may be required by company/management from time to time.
14. Writes/reads clean well-documented custom code and updates, as needed; updates and develops custom database driven websites to meet special needs of management as well as company.
15. Ensures visual and design integrity of websites and related Software Developments.
16. Maintains continual awareness of new technical applications/ principles and applies those applications and principles to current and new projects
17. Technical expertise in converting a site to a new platform
18. Upgrade Existing Software Developments with new releases and models and advise to management for the new technology upgrades.
19. Preparation for proper issue find reports in terms of all System Administrator role related.
20. Preparation clear Functional and technical Documentation and guideline of all completed Software Developments

Daffah Website Responsibilities

1. Social Media / Digital Marketing / Advertisements, Coupon and Digital Promotions Management.
2. Magento Administration and Design works if required as per instruction.
3. Search Engine Optimization Works
4. Changes in the Daffah Website Layouts and Design based on the Management requirements.
5. Act as Graphic Designer to upload the Product Pictures and to match the Magento Functional requirements and Resolutions

Employee Signature   **Manager Signature**