



# TERMS OF REFERENCE

## Individual Consultancy Service IT Officer

Procurement Number: AFREC/PRO/07.24

## **1. Background**

The African Energy Commission (AFREC) is an African Union Commission Agency responsible for supporting the African energy sector's functions of developing and managing energy resources across Africa. AFREC's mandate is to promote cooperation, research and development on energy issues as well as supporting integration, harmonization and resource mobilization for energy programmes.

In seeking to achieve its objectives, AFREC intends to manage its website that provides relevant information and data to its stakeholders, including implementing regional bodies, government officials, civil societies, experts in the energy sector, citizenry and partners. The Specific Objectives of AFREC Website are:

- To be the first point of reference on energy data in Africa.
- Create and update a continental energy database and facilitate the speedy dissemination and exchange of information among member States and Regional Economic Communities (RECs).
- To make key documents accessible to the public.
- To provide news and updates on the work of the AFREC.
- Sustainable management system that allows AFREC to update information easily (through predefined sections and outlines with titles and contents editable by admin. The editable content allows different formats, such as text, image and audio-visual.).
- To provide a platform for communication for African Union Member States in the energy sector.

## **3. Objectives of the Assignment:**

The main objective of the assignment is to administer, improve, update the AFREC website, social media and other online information systems. The website has been developed to be easily accessible while aiming to help stakeholders understand the work of AFREC. The site is a vital part of the agency and acts as a platform for interested parties as well as current and potential partners to find relevant information and data on African Energy.

## **4. Specific Work Assignment and Deliverables:**

The IT Officer duties and specific responsibilities are as follows:

- Collaborate with AFREC's staff and communication officer, content creators, designers, and stakeholders to ensure timely and accurate content updates of AFREC website;
- Develop and support content development on key mandates and programmes for Website, Social Media, Mobile Platforms and digital platforms including webcasts, podcasts, video animations / documentaries as per approved plans
- Improve search engine optimization and help increase the visibility of AFREC content on the internet.
- Develops a detailed system, including database and other functional specifications and user documentation for AFREC's website and other AFREC's online information systems.
- Post documents with appropriate content-related tags and categorize them in accordance with the AFREC's documents typology;
- Format pictures and banners required for web pages or articles (adjust size and resolution);

- Post press releases, event announcements, videos across all platforms (Web, Intranet, Extranet), using appropriate tags;
- Provide web analytics data to Executive Director, Head of Divisions and Communication officer;
- Conduct quality checks to ensure consistency, accuracy, and adherence to brand standards;
- Run regular quality checks on content (detect obsolescence, missing or broken links; check compliance with pre-approved layout and format standards);
- Review the usability of Web platforms and recommend improvements to user interface;
- Organize, design and carry out the evaluation and analysis of assigned datasets through meaningful statistical techniques.
- Researches, analyses and evaluates new technologies and makes recommendations for their deployment.
- Involved in the execution of the most complex aspects of the AFREC's website, social media and other online platform (e.g. systems analysis, development, programming, etc.); oversees development of document and database structures, reporting/business analytic solutions, ensuring that all design aspects are addressed and control and security mechanisms are established.
- Contribute information to create awareness on digital platforms and ensure updates of key activities and messages are regularly provided
- In collaboration with statistical, administrative and communication teams manage two-way messaging on social media platforms in relation to sectoral issues and propriety areas for departments, organs and institutions.
- Any other duties as assigned by the supervisor.

## **5. Education:**

Advanced university degree (Master's degree or equivalent degree) in computer science, Information Technology (IT), Information Management (IM), Communication or related field, A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **6. Required Work Experience:**

- A minimum of three years of progressively responsible experience in web design, web content management, and website curation;
- relevant experience in an international organization as a web design and/or content management in charge of posting content is desirable;
- Ability to manage multiple, simultaneous, and shifting demands with attention to detail and excellent follow-through;
- Strong organizational capacity and ability to deliver quality work within tight deadlines;
- Good understanding of web languages such as HTML, CSS, JavaScript/other frontend tools, and PHP, Tableau (BI), Database Management System, data interchange formats, and other API's.
- Additional experience in software development and mobile app development would be an added advantage.
- Good understanding of MySQL and web hosting platforms;
- Strong understanding of web content best practices, including SEO principles and accessibility standards;
- A good creative eye to assess the relevance of graphics submitted for posting;

- Good understanding and experience using creative suites such as Adobe, particularly Adobe Photoshop, Dreamweaver, and XD;
- Experience in Web analytics software;
- Advanced competence in content management systems such as Drupal and WordPress;
- Demonstrated a clear and concise writing, editing and communication skills in English or French, preferably with a working knowledge of the other language

## 9. Selection criteria

The Candidates will be evaluated based on the criteria provide in Job description such as: General Education, Qualification and General training; Experience relevant to the Assignment; Methodology and Understanding of the assignment and AU languages.

Evaluation Criteria
General experience, 10% Use the general experience indicated in the ToR
Specific experience 50%: - Use the Specific experience indicated in the ToR
Qualifications 30 % Use the qualification indicated in the ToR
Language – 10 %

## 10. Service Term

The contract is proposed under the following terms and conditions:

- The IT Officer will be based at AFREC headquarters in Algiers, Algeria. For international consultant, this is subject to obtaining adequate visa from the Algerian authorities.
- The IT Officer will be working under the supervision of the Head of Energy Information System and Statistics Division.
- The duration of this contract is **twelve (12) months** with the possibility of extension subject to satisfactory performance and availability of fund.
- The consultant will receive a monthly lumpsum of **USD 3,000 (inclusive of insurance and all costs)** upon submission of monthly report.
- AFREC will cover the return ticket at initial recruitment.

## 11. Documents to be submitted by consultant:

1. Cover Letter to AFREC Confirming Interest and Availability for the Individual Contractor
2. Two pages updated and signed Resume (clearly indicating experience and achievements) including three (3) professional referees.
3. Certified Copy/ies of Qualifications, transcripts and Identity Document
4. A portfolio or link to previous work done if available.

**NOTE: All Documents Must be written and submitted in English or French (preferably word document), except academic documents which should be submitted in PDF**

Please submit your application via email to: [afrec@africa-union.org](mailto:afrec@africa-union.org).

- **Deadline: 2<sup>nd</sup> May 2024, 23:59 Algerian time. NO late applications will be considered**