

## Website Developer/Designer Mentor

### Office of the Chief Secretary, Republic of the Marshall Islands

<b>Assignment title</b>	Website Developer/Designer Mentor		
<b>Partner organisation</b>	Office of the Chief Secretary		
<b>Location</b>	Majuro, Republic of the Marshall Islands		
<b>Type of assignment</b>	Hybrid Assignment		
<b>Duration of assignment</b>	6 months		
<b>Assignment phases</b>	<b>Phase</b>	<b>Mode</b>	<b>Duration</b>
	1	In Country	12 months
<b>Proposed start date</b>	29 August 2026		
<b>Website</b>	N/A		
<b>Australian organisation:</b>	No Australian organisation linked to this assignment		

#### ABOUT THE PARTNER ORGANISATION

The Chief Secretary serves as the head of the Public Service and as the chief administrative and advisory officer of the Government of the Republic of the Marshall Islands (RMI). The Chief Secretary is responsible to the Cabinet for providing overall direction to all government departments and offices. Heads of departments and offices are accountable to both the Chief Secretary and their respective Ministers. The Office of the Chief Secretary (OCS) ensures coordinated, effective, and accountable management of government operations in line with national laws and policies.

#### ABOUT THE ASSIGNMENT

The OCS seeks a website designer to help to develop and implement a centralized government website for RMI. The site would link all existing government office websites, provide a single access point for all government policies and regulations, and serve as a directory of departments and agencies. It will also provide a platform for public announcements, events and other matters of public significance. The designer would help to ensure clear navigation and easy access to information, improving transparency, coordination, and public access to government resources.

### ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside officers of OCS and other relevant government agencies to support the below objectives:

Assignment objectives	Proposed activities
<p><b>In-Country Phase Objective:</b> Website needs of the OCS identified.</p>	<ul style="list-style-type: none"> <li>● Work with officers across OCS to identify current and possible future needs for website content and website functionality.</li> </ul>
<p><b>In-Country Phase Objective:</b> Relevant agency contacts, websites, content and data sources across RMI identified.</p>	<ul style="list-style-type: none"> <li>● Help to make connections with relevant agency contacts across RMI to identify relevant content and barriers to be overcome.</li> <li>● Work with the team to test designs for a user-friendly website with OCS.</li> <li>● Working with the OCS, help to identify and secure access to government policies, regulations, and official documents and other data to be accessible via the OCS website.</li> </ul>
<p><b>In-Country Phase Objective:</b> Capacity built for OCS officers to maintain and further develop the OCS website.</p>	<ul style="list-style-type: none"> <li>● Train OCS staff(including CT/PR Officer) on website management and content updates</li> <li>● Provide guidelines and documentation for ongoing maintenance, development and security</li> </ul>
<p><b>In-Country Phase Objective:</b> Establishment and testing of the OCS website supported.</p>	<ul style="list-style-type: none"> <li>● Support ongoing work ensuring all functions associated with the assignment can be undertaken successfully by local staff.</li> </ul>
<p><b>Inclusion objective and proposed activity</b></p>	
<p>The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).</p>	

The volunteer will work alongside members of the Office of the Chief Secretary to:

- Ensure the proposed Website is culturally appropriate and accessible to people with limited English language skills, by meeting with language and cultural advisors in RMI to identify barriers and options for mitigation.

**SELECTION CRITERIA**

**Education and qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Bachelor’s degree in Computer Science, Information Technology, Web Design, or a related field</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced or postgraduate qualifications in Information Technology, Web Design, or Digital Communication.</li> </ul>

**Knowledge and experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum of 3-5 years of professional experience in website design and development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with government or public sector websites and understanding of policy, regulations, and public information management</li> </ul>

*Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.*

**Line Manager:** Deputy Chief Secretary, Planning & Administration

**Working relationships:** ICT/PR Officer

**Hours and days of work:**

In-country phase

Full time

**Leave:** All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

**Work from home:** Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

**Professional indemnity insurance** (*Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment*):

No, this assignment is not deemed to require professional indemnity in

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

## LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

## Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/rmi>

## HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander

volunteers, who can be contacted at [indigenouspathways@australianvolunteers.com](mailto:indigenouspathways@australianvolunteers.com) . Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

### Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
  - If they want their partner, to whom they are not legally married, to accompany them on assignment.
  - If they want their child(ren) to accompany them on assignment.
  - If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.
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