



## Global Extension of Social Security – GESS

ILO Social Security Department

### **Internship Webdesign**

#### JOB DESCRIPTION

##### **1. Background**

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The ILO Social Security Department promotes policies and provides assistance to countries to supply adequate levels of social protection to all members of society. The work of the department aims at enhancing the capacity of constituents, and particularly social security managers, to design sustainable social security schemes, and to manage and administer them more efficiently, so as to provide better benefits and extend coverage. To achieve this objective, the department engages in a wide range of activities including financial and actuarial services, legal advice, policy development, applied research and statistics to capacity building, knowledge dissemination and institution building.

The internship would be located in the knowledge management component of the department. The key tool for knowledge management and information sharing in the department are two internet platforms – Global Information on Micro-insurance and Global Extension of Social Security (GIMI and GESS)<sup>1</sup>. The platforms aim at facilitating the exchange of information and ideas, capture and document experiences, identify knowledge gaps, create new knowledge and promote innovation. The platforms offer various sections to enable easy access to relevant information, including an environment for reading background information on key topics in social security or country-specific information, a section for reading and posting news and comments, searching or adding resources in a library with latest publications, statistics, legislation on social security (many of which are available for download), engaging in online discussions, looking for definitions in a social security glossary etc.

To reach these objectives, the platforms need to encourage users to contribute their knowledge and document their experience.

##### **2. Areas of Work**

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The intern will be responsible to make suggestions for and implement improvements in the webdesign of the platforms, both to make them more user-friendly, including an intuitive and appealing, up-to-date presentation and design of the content.

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<sup>1</sup> [www.microinsurance.org](http://www.microinsurance.org) and [www.socialsecurityextension.org](http://www.socialsecurityextension.org)

The key task will be to ensure that the existing presentation is improved and more coherent across the different sections of the platform.

Amongst other things, the intern will be involved in the following tasks:

- Suggestions and advice on how to improve the feeling of the design and the ease of navigation of the platforms
- Defining an editorial chart (style for paragraphs, titles, annotations, display of images etc.)
- Adaptation of the existing design where necessary (editing images, production of icons, balance of color scheme etc.)
- Editing content of existing pages, especially thematic pages, country pages and the home page

### 3. Required Competencies

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- Background in Webdesign, Mediadesign, communication design
- HTML and javascript
- Professional image processing (Photoshop, Illustrator or open source GIMP)
- Perfect knowledge of English, French or Spanish and working language of at least one other language of the three.
- Capacity for analytical thinking
- Outstanding writing and editing skills (ability to write well-structured, concise)
- Motivated, open, interested to work in a multi-cultural environment

### 4. Terms and Conditions

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**Duration:** 6 months

**Start:** Recruitment throughout 2010 – first position to start as soon as possible

**Stipend:** 1500 CHF per month

**Contact:** Please address applications (CV, cover letter and work sample), preferably via e-mail, to:

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