



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## **JOB POSTING**

**TITLE:** Web Content Manager, International Scholarships Program

**SUPERVISOR:** Director, International Scholarships

**LOCATION:** Ottawa

**LEVEL:** Group 5 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director, International Scholarships, the Web Content Manager is a member of a team responsible for the delivery of multiple international scholarship programs. The Web Content Manager is responsible for website publications and the development of online application forms for scholarship programs and ensuring compliance with Government of Canada Digital Standards and Web Content Guidelines.

### **RESPONSIBILITIES**

- Develops, updates and prepares content for publication on website for scholarship programs.
- Provides data extracts from the scholarship administration tool and builds/runs data reports.
- Designs and develops online application forms for scholarship programs.
- Identifies and documents updates and enhancements for online application forms and scholarship administration tool.
- Manages repository of photographs, images, multimedia and other artwork.
- Performs website and custom Web application quality control and User Acceptance Testing (UAT) following any enhancements, clearly documents and reports technical defects and proposes improvements and/or modifications, as necessary.
- Ensures compliance with Government of Canada Digital Standards, Web Content Accessibility Guidelines (WCAG) and Web Experience Toolkit (WET) for all deliverables.
- Reports on, monitors, and optimizes Web performance through a variety of tools.
- Performs other duties as required.

### **QUALIFICATIONS**

- Post secondary education in computer science, information management, communications, web design, web development or in a comparable area of study.
- Two (2) years relevant work experience in web content management for the Government of Canada.
- Excellent communication skills in English and French, oral and written.

- Experience using Teamsite (Interwoven) or equivalent content management system.
- Experience using Photoshop, Dreamweaver and Microsoft Dynamics.
- Experience performing HTML edits and markups.
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment.
- Ability to communicate/interpret complex digital/technical details for non-technical scholarship application users to facilitate scholarship program administration.
- Government of Canada Reliability Clearance will be required.
- Functional bilingualism in Spanish is an asset.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at [cbie.ca](http://cbie.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 23-07 to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest, but only short-listed candidates will be contacted.

*We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.*

*We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*

**February 2023**