



CALL FOR DATA MIGRATION VOLUNTEERS TO SUPPORT THE E-DIRECTORY REDEVELOPMENT PROCESS

INTRODUCTION

The West Africa Civil Society E-Directory (<http://www.csowestafrica.org/>) is an online platform created by the West Africa Civil Society Institute (WACSI) to map out all legally registered and operational civil society organisations (CSOs) in West Africa. The E-Directory as a bilingual platform that serves as a one-stop-shop for information sharing, data gathering, networking and partnership among organisations operating in the region. The platform's overall goal is to promote visibility and collaboration among civil society organisations and other development partners.

The E-directory platform promotes the visibility of civil society organisations and development partners in West Africa, facilitates knowledge production and documentation of the work of civil society organisations in the region. It provides readily available data and information about civil society organisations in the region and increases networking and partnership among civil society and other development actors in the region.

WACSI is currently redeveloping a platform that includes 990 pages to reside on the hosting server. The 990 pages include 18 country-specific pages, which will be replicated for 18 countries, and 6 general content pages to be duplicated for all 18 countries featured on the E-directory platform. In addition to these, the pages will be replicated in three languages, namely: English, French and Portuguese.

The Institute seeks to recruit a minimum of five (5) data migration volunteers to aid in the data transfer process. The data migration volunteers will assist in the data migration of the content from the old to the new website of the West Africa Civil Society E-directory platform. Two streams of volunteers will be recruited for this project.

KEY RESPONSIBILITIES

Stream 1:

The volunteers in stream one will assist to:

- Create backup data of all registered organisations' account information in English and French from the old website to the Institute's Microsoft SharePoint platform.
- Create backup data of all news posts on the old website in English and French from the old website to the Microsoft SharePoint platform.
- Create backup data of videos and images on the old website in English and French from the old website to the Microsoft SharePoint platform.
- Support to create individual accounts for the organisations that are currently registered on the old website unto the new website using the organisation's profile details.

Stream 2:

The Volunteers in stream two will assist to:

- Transfer database of organisations news posts to the new website in French, English and Portuguese.
- Transfer database of organisations videos and images to the new website in French, English and Portuguese.
- Share new CSOs login details on the new website with respective organisations and support the CSOs to fully uptake the management of their accounts on the new website.
- Communicate with organisations to confirm migrated account and information to the new website and confirm access to their account on the new website.

ELIGIBILITY

- Bilingual (Bilingual candidates (English and French) will be an added advantage)
- Basic knowledge of website management
- Resident in Accra - Ghana

DURATION OF WORK

Stream 1 volunteers are expected to start from 1 June 2021 to 30 June 2021

Stream 2 volunteers are expected to start from 1 July 2021 to 30 July 2021.

BENEFITS

Data migration volunteers will be given an allowance to cover their transportation cost. In addition, WACSI will provide their lunch during work periods for the duration of the volunteering.

APPLICATION DEADLINE

- Application opens: 17 May 2021.
- Deadline for receipt of all applications: 24 May 2021

HOW TO APPLY

- An application letter, clearly stating your intention and suitability to the call.
- A curriculum vitae.

Note: Kindly add to the subject of your application: Data Migration Volunteer, before submitting.

Also, applicants are encouraged to indicate in your application which stream you would like to join. If you want to join the two streams, please indicate that in your application.

All applications should be sent to WACSI: recruitment@wacsi.org and cc regionaldirectory@wacsi.org