

**UN****Volunteers**

Request for a University Volunteer under UNITEs¹

In collaboration with universities, the United Nations Volunteers programme places volunteers to support Information and Communication Technology for Development.

All assignments are for a duration of six-months.

1. Requesting Organization

Name: Supra Regional Project Youth and AIDS in Latin America and the Caribbean (ProSuRe GTZ)
Address: Av. Romulo Betancourt#1056, Es. Los Robles, Santo Domingo, Dominican Republic
Contact Person: John Waters
Title: Technical Coordinator
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1.a. Describe the role/mandate of the organization

GTZ provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. We support complex reforms and change processes. All our activities are geared to improving people's living conditions and prospects on a sustainable basis.

In terms of the Supra Regional Project "Youth and AIDS in Latin America and the Caribbean" (ProSuRe GTZ), the objective of the project is to contribute to the reduction of incidence of HIV/AIDS among young people through the strengthening of youth Networks and partnerships.

The Project emphasizes the need for Multisectorial, Gender flexible and participatory approaches. Due to the essential role youth participation plays in reaching out to the target groups and assuring an appropriate response to the needs of young people to develop healthy life-styles and the great response from the self driven youth initiatives and youth network GTZ has promoted partnerships and support the Caribbean HIV/AIDS Youth Network (CHAYN), CARICOM and PANCAP. The GTZ Supra-regional project plays a catalytic role and supports coordination of an expanded youth response to HIV/AIDS which means additional human resources in order to improve impact on behaviour development and change amongst the young people responding so positively in joining a growing net within the Caribbean .

Year of establishment

ProSuRe GTZ started in the Dominican Republic in 2002

Size of organization

ProSuRe GTZ is a project of the German Technical Cooperation (GTZ). Worldwide the GTZ is currently implementing some 2,700 development projects and programmes in over 130 countries. The GTZ in the Dominican Republic has 4 projects/programme including ProSuRe GTZ.

Number of staff

ProSuRe GTZ currently has 4 staff members (Principal Adviser, Technical Officer, 2 local staff members)

Other pertinent information

Field of activity

Youth and HIV/AIDS

2. Assignment Terms of Reference

¹ UNITEs = United Nations Information Technology Service

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2.a. Assignment title: IT Technical Support Staff

2.b. Preamble :

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

2.c. Detailed Terms of Reference (Please describe in as much detail as possible the services required from the University Volunteer(s) and how their contribution will fit into the organization's plans.)

Under the direct supervision of the Principal Adviser and in collaboration with the main partner in the Government, COPRESIDA and the main youth partner CHAYN, the University Volunteer will be responsible for the following tasks:

- 1. Design an online application facility on the local UNV website*
- 2. Update and enhance the design and contents of the current websites established by the ProSuRe GTZ (CHAYN, Tertulia, ProSuRe GTZ). Collect, package, share and disseminate information and publications, research materials via mailing list or as may be requested by groups or individuals.*
- 3. Assist in development of Internet forums and Internet research on promotion of youth participation and HIV/AIDS.*
- 4. To promote the role of Information Communication and Technology for Development (ICT4D) in an expanded youth response to HIV/AIDS*
- 5. Update and maintain a database of activities connected to volunteerism and youth and connect with VOTY for collaborations, manpower requests and other needed specialties*
- 6. Review ProSuRe GTZ and CHAYN Communication and promotion materials and publications and recommend necessary revisions thereon*
- 7. Train staff members of ProSuRe GTZ and youth representatives of CHAYN and the TERTULIA (DR) in the production of Communication and Promotion materials and effective communication skills.*

2.d. Support is requested in the following fields:

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- | | |
|--|---|
| <input checked="" type="checkbox"/> training of staff | <input checked="" type="checkbox"/> mainstreaming ICT into work process |
| <input type="checkbox"/> training of students | <input checked="" type="checkbox"/> setting up of networks |
| <input type="checkbox"/> Train-the-Trainers | <input type="checkbox"/> curricula development |
| <input checked="" type="checkbox"/> Setting up of websites | <input type="checkbox"/> other: _____ |

2.e. Is your organization assisted/funded by other organizations/companies:

No, but we establish partnership with others, who contribute jointly with us towards activities

2.f. Detailed description of the tasks to be carried out by the University Volunteer:

- *Installing, configuring and testing new operating software, software applications and software upgrades.*
- *Monitoring and maintaining computer systems and networks.*
- *Document installation and configuration procedures, and maintenance schedule.*
- *Troubleshooting system and network problems.*
- *Interacting with users to assess technical problems and needs.*
- *Interacting with vendors to assess technology products and resolve technical issues.*
- *Managing system resolution with users.*
- *Researching technical solution alternatives and implement solutions.*
- *Operating the computer system and networks.*
- *Running network applications to support system and users.*
- *Answering, or forwarding to appropriate personnel, user questions and feedback.*
- *Documenting user issues and make recommendations for user training.*
- *Making recommendations for system improvement.*
- *Taking part in technical reviews, staff meetings and perform appropriate communication functions*
- *Training of young people in web design and maintenance*

2.g. Assignment target (i.e. capacity building impact):


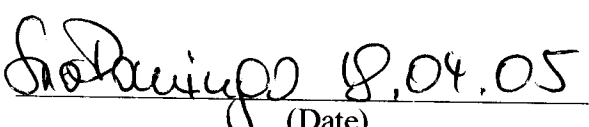
At the end of the assignment, the UNV would have trained young people in web design and maintenance as well as Information management, including administering and maintaining a web-page.

2.h. Required Volunteer qualification: *Graduate IT Engineering Technology engineering*

2.i. Qualification Requirements:

- | | |
|------------------------------|---|
| a) Education: | <i>University degree preferably in IT, programming</i> |
| b) Language: | <i>Fluent in both written and spoken English and Spanish</i> |
| c) Specific ICT skills: | <i>Networking, Webpage administration</i> |
| d) Software acquainted with: | <i>Knowledge of Computer use, including Microsoft Office, Adobe Photoshop</i> |
| e) Additional skills: | <i>Excellent intercultural communication skills, Writing, documentation</i> |

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2.j. Number of volunteers needed:	One int'l
2.h. Location of assignment:	Santo Domingo
2.i. Planned start of assignment:	2 May, 2005
2.j. Type of accommodation for the volunteer:	
2.k. Means of local transport for the volunteer:	Public Transport
2.l. What other facilities will be offered to the university volunteer (s)? <i>The volunteer will have access to desktop in the office, internet connections, fax and telephone from ProSuRe GTZ and references from the country. From the side of the partners s/he will be provided references about the country and its youth as well</i>	
3. Signature on behalf of Requesting Organization	
 (Signature)	 (Date)