UN Volunteers
inspiration in action

VOLUNTEER ASSIGNMENT OPPORTUNITY

NATIONAL UNV INFORMATION TECHNOLOGY SPECIALIST
Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA)

The United Nations Volunteers is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the 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 action in all its diversity. This post is a UN Volunteer assignment based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer as well as the society at large. It enhances social cohesion and enriches communities. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich your understanding of local and social realities, as well as create a bridge between yourself and the people in your host community. This will make the time you spend as UN Volunteer even more rewarding and productive.

Duties and Responsibilities

- Prepare Business Database for Small and Medium Enterprises; Coordinate Database Management Functions with other Information System Areas and advise management on Planning the Database Environment;
- Install Database at Head Office and ensure it is connected or linked and can be accessed in the Regional office; Resolve Problems occurring in the System and Oversee management of Data Dictionaries;
- Process Data to be accessed by Key private and Public Entities and for the purposes of producing various Reports as appropriate; Regularly undertake an Update of the Database; Identify Opportunities for more efficient use of Established Database and for Expanded User Access to Existing Application Utilization;
- Maintain Operations of the Local Area Network (LAN), Wide Area Network (WAN), Database, Intranet and Extranet;
- Provide Technical Assistance and Training to National Counterparts;
- Perform any Other Duties from time to time as may be required by the Project focal Point at TCCIA.

Qualifications, Experience and Skills

- Degree in Computer Science, Engineering, Information Technology or a Degree in Statistics with Computing-based Subject; with Preferably a minimum three (3) Years Work Experience with the Development of Databases.
- Excellent Communications Skills in both Oral and Written English;
- Ability to Adjust to Different Cultural and Professional Settings.

Duration: One Year

Mode of Application:
Qualified Tanzanians should forward applications with currently written CVs, academic certificates /testimonials and completed UNV Personal History Statement (PHS) form downloadable from www.tz.undp.org or obtainable from the UNV office at: **UNV Office, P.O. Box 9182, Dar es Salaam,** not later than **7th August 2012**. **Applicants must indicate title of the post on the envelope**. Applications through e-mail will not be accepted. Interested applicants are advised to visit our Website above for detailed Description of Assignment (DoA). Female candidates are encouraged to apply. **Only short-listed candidates will be contacted.**