

**TOR for  
Project Information Technology Associate/Webmaster**

**Project Title:** **Strengthening Capacity Development for Disaster Risk Management in Syria**

**Project No:** **00058289**

**Name:** [REDACTED]

**I. Background:** The Project is implemented by the Syrian Ministry of Local Administration with the purpose to develop and strengthen disaster risk management capacity and corresponding disaster risk reduction strategy in Syria, through support for the Disaster Risk Reduction institutions, Improved access to information on disaster risk management, earthquake disaster risk management master plan for the city of Damascus and capacity development for mitigating the impact of future droughts.

**II. Objectives:** Provision of IT support to project activities and staff as well as ensuring computers and office equipment, systems and connectivity, are well functioning.

**III. Responsibility:**

**1) Technical and Deliverables:**

- a) Identify and promote different systems and applications for optimal content management, knowledge management and sharing and information provision.
- b) Provide speedy and high quality technical service to staff. Make sure that computers, printers, faxes, network and ICT systems (hardware and software) are available and properly configured for staff.
- c) Provide assistance for data access on share drives, transfer and conversion.
- d) Deal with connectivity problems. Search and suggest better solutions that may exist.
- e) Improve staff's ICT skills by regular orientation about new developments for the interested staff.
- f) Redesign project website & update website on regular bases.
- g) Work closely with the Communication Associate to retrieve necessary data to design and develop the project website and publications.
- h) Perform any other duties as required within the same capacity.


<b>Deliverables</b>	<b>Date</b>
All deliverables	Should be done and accomplished through the contract period.

**2) Facilitation and Management:**

- a) Assume management of the assignment in consistency with the above-mentioned technical TORs and UNDP rules and regulations including policies and procedures for execution modality;
- b) Ensure that the necessary inputs for the assignment are available;
- c) Participate in necessary meetings and reviews;
- d) Liaise with UNDP on weekly basis to ensure proper monitoring and realizing results;
- e) Ensure that UNDP's name is mentioned in all publications, workshops, and related activities;
- f) Any other business as required.

**IV. Reporting Line: NPC/NPD**

**V. Evaluation:** Renewal of contract will be based on satisfactory midterm and final performance evaluation by UNDP and the executing agency.

<b>Duration of Contract</b>	<b>Salary</b>
<b>6 months</b>	 <b>To be paid on Monthly basis</b>

**VI. Budget Information:**

<b>Account no.</b>	<b>Operating Unit</b>	<b>Funds</b>	<b>Department</b>	<b>Project No.</b>	<b>Activity</b>	<b>Implementing Agency</b>	<b>Donor</b>
<b>71305</b>	<b>SYR</b>	<b>26930</b>	<b>47203</b>	<b>00072356</b>	<b>1.7 Project Management</b>	<b>002086</b>	<b>00012</b>

**Cleared by:**

	<b>NPC</b>	<b>Team Leader</b>	<b>Deputy Resident Representative</b>
Signature			
Date			

Signature of IT Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Annex (A) contains qualification.

## **Annex (A)**

### **Qualifications**

- a) **Education:** A university degree in computer science or any related certificates.
- b) **Experience:** 5 years of relevant experience at the national or international level in this field. Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills – Gender knowledge is an asset.