

Terms of Reference for Information Technology - Intern

Background

In UNDP, the amount of data increases exponentially over time. Data are scattered throughout the organization and are collected by many individual units using several methods and devices. Documents are frequently stored in several locations, in different systems, and in different formats. These data need to be transformed into corporate information of the highest quality.

The Information Technology unit also maintains raw data in a form of documents and paperwork that need to be stored in a database. These documents are either filed in different folders or just scattered in the IT unit. It is expected that these documents will increase over time, as such; a database that will collect, process, and store information will be beneficial for the IT unit.

Under the guidance of the Information Technology Associate or IT Assistant, the IT-Intern will develop database using Microsoft Access 2007 for the following system; Borrowers log/Memorandum Receipt, Mobile phone Inventory, and ICT Cost-Sharing database.

Project specific goals are the following:

1. Borrowers' Log /Memorandum Receipt

- To digitize the manual logging of borrowed equipment and to automate the printing of Memorandum Receipts signed by the borrowers.
- To track the equipment lend to users.

2. Mobile Phone Inventory

- To track and monitor mobile phones assigned to users.
- To monitor handsets' holding or lock-up period.
- To monitor the handsets for pooling issued to temporary staff, consultants, and staff on mission.

3. ICT Cost-Sharing Database

- To convert the ICT Cost-Sharing worksheet into an Access file.
- Transform all formulas and sharing computation in the excel worksheet and create forms for data entry.
- Create an MS Access report that shows the different services and the cost-sharing per agency.

Qualifications/Skills and Knowledge:

- Microsoft Application Suites (MS Office 2007)
- Desktop Windows Operating System (WinXP, Vista, Windows 7)
- Progressive skills in database development using different database programs, preferably Microsoft software.