

ICT4D-Jamaica
Terms of Reference
Project Administrator

1.0 Background Information:

Arising out of the ICTs for National Development Conference staged January 29-31, 2003, the ICT4D Jamaica network was formed and officially launched in March 2004. ICT4D Jamaica (www.ict4djamaica.org), supported by the HEART Trust/NTA, in whose offices the Secretariat is housed, aims to define, promote, and facilitate the effective use of information and communications technologies (ICTs) in development in the interest of Jamaica.

2.0 Scope of Work

The Project Administrator will be contracted to provide day-to-day coordination, administrative & technical support to ensure the achievement of ICT4D Jamaica's objectives and annual outputs. The Project Administrator will work closely with the organization's Chair and Programme Manager who along with the ICT4D Jamaica Board of Directors (BoD) will provide strategic direction and guidance.

- Manage and strengthen organizational development and sustainability of ICT4D Jamaica
- Share country specific information, knowledge and methodologies and lessons learnt on ICT enabled development
- Influence policy and development processes by communicating relevant content to local public, private and civil society policy makers and their advisors

3.0 Activities

The Project Administrator will:

A. Project Administration

- New contacts, partnerships and develop strategic alliances that strengthen the work of the network
- Up-date contact databases within the 5 key thematic areas: Tourism/Hospitality; Agriculture/Agri-Business; Music/Entertainment; Community Development/e-Governance; Education/Training
- Implement membership outreach strategy to promote increased membership and participation in related events and fora;
- Implement strategies for funds-generation, incl. grants, donor-funding from agencies as well as operational plans arising out of the organization's strategic plan
- Administer effectively all the ongoing independent and inter-dependent projects contributing to overall success of the organization
- Track financial and administrative costs of the entire program
- Support increased integration of the organization with HEART Trust/NTA Community-based initiatives/projects, in particular ICT remediation projects for un-attached youths
- Increase network visibility by assisting with public relation activities in collaboration with various media particularly in respect of projects being implemented by the organization
- Provide assistance in the development of draft contracts to the Programme Manager for sub-contractors in accordance with selection criteria, strategies and workplans
- Provide assistance in the development of annual workplan and budgets in collaboration with the Programme Manager
- Efficient and effective administration of the procurement procedures for the organization
- Provide input in the development of the new project proposals within the context of ICT4D Jamaica's mission and objectives
- Develop, collect and disseminate relevant content on ICT4D in Jamaica and in the region
- Create hard copy and e-copy files of documents, correspondence and maintain filing system

B. Project Coordination

- Coordinate and prioritize resources while providing overall monitoring and evaluation(M&E) for specific resource usage

- Provide Secretarial functions for the ICT4D Jamaica Board which includes setting up bi-monthly team meetings and documentation of agreed activities for follow-up
- Coordinate timely dissemination of ICT4D content with the Content Developer/PR Specialist via the website, d-groups, social media tools(Facebook, Twitter, YouTube, etc) e-bulletin, etc, and other traditional media
- Facilitate and monitor the publication and dissemination of the monthly e-bulletin

C. Project Reporting

- Provide financial and narrative reports for the organization's/project sponsors as required or specified with service contracts, e.g. UNESCO, Diplo-EU Foundation, HEART Trust/NTA, etc
- In collaboration with the Chair and BoD, conduct an evaluation of the annual activities of the network with a view to dissemination of lessons learnt to the Network

4.0 Time Period and Payment Schedule

The following terms and conditions will apply:

1. The Project Administrator will be paid a monthly fee, for a 40-hour work-week upon submission of signed invoice. Flexi-time working arrangements can be agreed. All taxes and statutory deductions are the responsibility of the Contractor.
2. The Contractor will deliver the contracted services beginning April 1, 2010 and ending March 31, 2011 unless stated in writing otherwise. One month's notice in writing is required on either side if this contract is to be terminated.
3. Any additional payments for work done outside of the duties as on-going monthly activities (please see clauses 1 and 2 above) will be negotiated and contracted separately, as required.

5.0 Reporting Relationships

The Contractor will report directly to the Director, Projects & Partnerships, HEART Trust/NTA and Chair, ICT4D Jamaica and will provide reports/invoices to the offices of ICT4D Jamaica, located at HEART Trust/NTA, 6B Oxford Road, Kingston 5. Telephone: 754-6254/929-1595, email: Elizabeth_Terry@heart-nta.org.

6.0 Support

Office work space, computer with internet access, printer will be provided within the office of the Director, Projects & Partnerships/Chair, ICT4D Jamaica, at the offices of the HEART Trust/NTA, located at 6B Oxford Road, Kingston 5. Secretariat support (including photocopying, arrangement/hosting of meetings, etc.) will be provided where required, through the ICT4D Jamaica Secretariat.

7.0 Other Terms

- 1) A formal fixed fee contract for services will be signed between ICT4D Jamaica and the Project Administrator" based on the terms of reference, payments terms and conditions.
- 2) All works and content done for the organization and is stored on and/or offline belong solely and exclusively to ICT4D Jamaica at all stages of the contract.

All prospective Project Administrators are requested to send their resume with application letter by email to info@ict4djamaica.org by Monday, March 8, 2010 no later than 3:00 P.M.

Mail To:

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