



**International Centre for Rain Forest Conservation and Development**

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## TERMS OF REFERENCE

**Position Title:** Database Volunteer  
**Project:** Interns, Volunteers and Researchers Databases  
**Supervisors:** Melina Kalamandeen and Dr. David Singh.  
**Duration:** 2004

### SCOPE OF POST

The management of Iwokrama's Learning Services and Information Unit is dependent upon an up-to-date database of all interns, volunteers and researchers and their projects. Clear and effective management of this information base is obviously vital.

Iwokrama therefore seeks the services of a **Volunteer** who will assist in accumulating all of Interns, Volunteers and Researchers data gathered by the Centre over time, storing them in one central and cohesive place, and providing a report of what we have, what is needed and recommendations for improvement.

### RESPONSIBILITIES

- Familiarize himself/herself with the objectives, content, structure and mode of entering data into the Interns and Volunteers' Database and the Researchers' Permit Database.
- Restructure, if necessary, the design of the databases to be more user-friendly.
- Liaise with past and present staff, interns, volunteers and researchers gathering all information relating to research and intern/volunteer term, reports, agreements, CVs, etc.
- Enter all necessary and vital data into the various databases to be stored in one central place for final documenting and storage.
- Update the database and retrieve data from it for use in planning training and capacity building activities.
- Perform other duties as required by the Project Leader – Training and Development Sponsorship Programme and the Training and Resources Management Advisor.

### APPLICATION

Please refer to [www.iwokrama.org](http://www.iwokrama.org) for general requirements, application instructions, etc. These can be found at [About Iwokrama | Volunteer Programmes \(http://www.iwokrama.org/about/volunteers.htm\)](http://www.iwokrama.org/about/volunteers.htm).

*Iwokrama International Centre is an autonomous not-for-profit research and development institution established by Guyana and the Commonwealth. It manages the one million acre Iwokrama Forest in central Guyana to demonstrate how tropical forest biodiversity may be conserved and sustainably utilised for ecological, social and economic benefits.*