TERMS OF REFERENCES
IT MANAGER FOR THE MF GLOBAL NODE

Mountain Forum (MF) is a global network of individuals concerned with the well being of mountain people, their environments and cultures. Mountain Forum seeks to facilitate the sharing of lessons and experiences of mountain people at national and international levels with the aim to improve their livelihood and promote the conservation of mountain environments and cultures. In order to achieve these objectives, MF uses modern and traditional communications, supports networking and capacity building and encourages members to be proactive in advocating sustainable development of mountain areas.

A. TITLE OF THE POSITION:
Information Technology Manager for the Mountain Forum Global Node

B. RESPONSIBILITIES
Under the overall supervision of the MF Global Node (MFGN) Coordinator, the IT Manager will ensure the following products and services:

- Management of the IM systems & tools for the Mountain Forum. This includes security aspects, policies for decentralized management, user-friendliness and effectiveness, customization of MF platforms by regional networks, partners or thematic groups, profiling of information services, on-line and off-line accessibility of MFGN material, innovations.
- Ensure efficient functioning of IT infrastructure at the MF Global Node office, including computers and peripheral equipment, systems and tools and internet access. This includes installation and maintenance of equipment as well as maintenance, and troubleshooting of networking tools.
- Ensure M&E of the MF information and communication systems including usage, quality control and advice on improvement of services
- Ensure efficient functioning Internet and IP communication services, monitoring the right web operation and communications services, and virus controlling and monitoring.
- Provide support to the regional networks on IT management

Additional tasks:
- Contribute the overall innovation and implementation of the MF strategy

- Contribute to the preparations of reports, meetings, proposals and other issues as needed
- Participate in activities of the MF Global Node and, when appropriate, in hosting institution's activities.
- Perform other tasks as requested by MFGN Coordinator
- Management and administer the security and backups systems.
- Monitoring and support the PCs of the MF Global Network.
- Organizer and maintained the physical stock of the computer devices from MFGN.

C. PROFESSIONAL PROFILE:
- Advanced university degree in a field related to Information and Communication Technology and Information Management.
- Professional experiences of 3 years, as minimum, with similar responsibilities.
- Proven experience with developing, maintaining and troubleshooting web based systems using proprietary and open source tools developing and maintaining on-line databases using My SQL, SQL, Oracle and interface tools, information exchange tools like RSS, developing search and communication tools
- Advanced IT and computer skills, including office applications and Windows operating systems. Widen knowledge in networking and LINUX network administration.
- Knowledge about state-of the art technology and interest to keep up with technical innovations. Logical and abstract systems thinking and quality to translate this to non-technical persons

D. QUALITIES AND EXPERIENCES:
- Experience in working in an international environment, with people from different cultural background
- Well grasp of English language skills, both speaking and writing.
- Solid communication skills, especially virtual communication
- Capacity to coordinate, lead and work with groups of people.
- Attention to details in performing tasks
- Capacity to work under pressure and adaptable to changes
- Capacity to train colleagues and partners
- Team player

E. CONDITIONS
The IT Manager for the MF Global Node will starts the activities in November 2009 in the CONDESAN Office in Lima, Peru. It is an annual contract renewable based on performance.

F. TO WHO REPORTS
MF Global Network Coordinator and CONDESAN Executive Director

G. APPLICATIONS

Applicants should apply by email, sending a cover letter summarizing their relevance to this position, CV and the names and contact information of three referees knowledgeable about the candidate's professional qualifications and work experience to **condesan@condesan.org** . The reference name of the position should be clearly marked on the subject line of the email message: "*IT manager for MFGN*". The reception of the applicants will be until October 23, 2009.