FUNCTION
The IT Specialist will work under the technical supervision of the CARDI Regional Project Technical Coordinator of the CARDI/ITC Project (INT/75/39A): “Coconut Industry Development for the Caribbean” who is based at CARDI Headquarters in Trinidad. When liaising with scientists, collaborators and stakeholders in the project countries, he/she will do so in collaboration with the project’s National Focal Point in the particular country.

JOB DESCRIPTION

4.2.3.4 Develop a database of all Regional Coconut stakeholders along the coconut value chain for the Caribbean, including registered and functional associations and will interface with CARDI information technology personnel.
[15 August 2015 – 30 September 2015]

4.2.3.6 Develop E-Platforms for information and knowledge gathering and sharing interfacing with the CARDI information technology personnel.
[1 October 2015 – 15 November 2015]

4.2.3.5 Develop a global technology database and network of contacts in Coconut Technology related to all links in the coconut value chain.
[16 November 2015 -20 December 2015]

4.2.3.1 Establish and/or strengthen regional database and system for collection and/or receipt of data on all aspects related to the coconut value chain.
[4 January 2016 – 30 April 2016]

4.2.3.3 Develop coconut website comprising (inter alia) database of trade, technical, financial information and stakeholders involved in Coconut research and development, regionally and internationally. The website will primarily serve national and regional stakeholders and provide internet access with hyperlink to the CARDI website.

Development and construction of the Website entails:
- Develops the front end, middleware and database code for the website using clear, easily maintainable and effective code, using best practice, coding languages for such a Website.
- Identifies and helps procure the necessary software, hardware, networking and hosting equipment, in close collaboration with CARDI’s IT personnel.
- Installs and configures the environment for the website to be constructed.
- Designs the Interface and integrates the Content Management System (CMS).
- Hosts the website on CARDI’s internet platform, after testing.

**Testing and launching of the Website entails:**
- Launches the Website as a “soft launch”, to enable to test the features of the website, and its configuration to the satisfaction of all relevant project stakeholders.
- Proceeds to a hard launch of the Website where the URL is well publicized and the number of hits to the site is expected to increase significantly.
- Assists the project’s staff, especially to adapt specific documents to be used on website by partners (for example application forms, request for information etc.).
- Once the website is running satisfactorily, provides the project’s staff with a full set of documentation, including an ‘on job training’ of the project’s staff so that the website can be easily maintained and content regularly updated.

**Training for project’s staff in database and website maintenance entails:**
- Assesses the CARDI staff capacity for database administration and website maintenance, including regular content uploading and changing in site functionality and features and comes up with a training package for the project’s staff.
- Carries out a “on the job training” on website maintenance based on the assessment done to enable the CARDI and project’s staff to update the website both in terms of content and functionality.
- Designs, and works together with the project’s staff to develop a detailed plan for website maintenance, including the collaboration for the Web hosting.
- Provides technical support service and advice for the website maintenance, as required.

[1 May 2016 – 31 July 2016]  

**4.2.3.2 Upgrade the CARDI Internet and social media sites to disseminate coconuts sector information (Upgrading/development/maintenance of website and social media sites)**  

[1 August 2016 – 31 January 2017]

Additionally, the IT Specialist will:

- Coordinate and ensure the delivery of relevant information to provide direct support to users within the coconut project.
- Ensure that regular back-up copies including off-site storage of all project files on CARDI’s Servers are prepared at specified times as protection against loss or corruption of data, and that said back-up copies can be used to restore files in the event of system failure.
- Continually update coconut website with information on coconut production, processing and marketing systems in the selected target countries and the Caribbean Region provided by Consultants and CARDI Staff and upload any relevant documents, photos or videos submitted by Consultants and project Staff.
- Support any other IT management operations required by project staff, Consultants and collaborators.

**PROFESSIONAL QUALIFICATIONS AND EXPERIENCE**

a) Bachelor’s degree in computer science with at least 3 years technical experience in the design of networked, front-end MS Access databases and writing instruction manuals
for these databases (at least 3 separate databases of which samples should be provided on request).

b) Expert knowledge of XHTML, CSS & Javascript.

c) Detailed understanding of all aspects of website development of visually-attractive, user-friendly modern websites (including their graphical components) following web design standards and making appropriate use of Web 2.0 technologies.

d) Good communication and writing skills.

e) Experience in imparting computer-based training will be an advantage.

f) Experience in the development of Agricultural databases will be a distinct advantage.

_The above responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job._