

**International Volunteer for the development of Software in Lotus Notes
and Web Tools
Charles Darwin Foundation for the Galapagos Islands**

Starting Date

Second Semester of 2008

Position description summary

The person in charge is responsible for analyzing, proposing and implementing workflow solutions for the automation of the CDF's processes, as well as providing a proper maintenance to our organization's Web sites.

Specific Responsibilities

The selected volunteer will work under the direct supervision of the IT Manager or his provisional substitute. In addition, the volunteer will cooperate with the members of the Technology and Information Department within the CDRS facilities in Santa Cruz Island, Galapagos Islands, Ecuador. His/her responsibilities also include providing maintenance to Lotus Notes applications and the Web sites that are being produced, as well as processes analysis and proposing automation solutions.

Requisites

The international volunteer must have a solid knowledge of the development tools explained above. Additionally, he/she needs:

- To have University formation in related areas. (Having completed at least the last semester of the career).
- To be a skilful detail oriented person and be able to perform with enthusiasm and cooperation.
- To have experience in Lotus Notes Applications development and being a Web master.
- Speaking and writing Spanish at the intermediate level.

Conditions of Assignment

This voluntary service does not imply further work relations other than the period that has been previously agreed with the CDF. The volunteer has to work 40 hours a week and the schedule will be dependent on the IT area needs. The volunteer can ask for vacations or absence days in advance; and it will be subject to his/her supervisor approval.

The volunteer period will be for 6 months. The costs of international and national transportations, lodge and food during the volunteer period as well as their own accident and life insurance must be provided by the volunteer.

The CDF will negotiate the entry permits to Ecuador, but will require the cooperation of the volunteer in his/her country of residence to procure the visa from the Ecuadorian embassy. The CDF will not request permission for a VISA in excess of the expected duration of the assignment.



Those interested should send their application form and attachments by e-mail (vol@fcdarwin.org.ec) or regular mail to the following address:

Fundación Charles Darwin
Programa de Voluntarios y Becarios
Casilla Postal 17-01-3891
Quito – Ecuador

Please refer to this page for the application form (www.darwinfoundation.org).

For more information, please contact Volunteer Program at vol@fcdarwin.org.ec