

# Short Term Assignment Data Management and Database Development Tanzania Throughout 2013

**OPPORTUNITY:** The U.S. Department of the Interior's (DOI) International Technical Assistance Program (ITAP) is seeking an expert to provide up to 2 trips of approximately 2 weeks of technical assistance in Tanzania, as well as significant staff time while in the U.S.

**BACKGROUND:** DOI-ITAP provides assistance to developing countries on subjects of Departmental expertise on a reimbursable basis. The program is currently operating across the globe with support from the U.S. Agency for International Development (USAID), the State Department, the World Bank, the Inter-American Development Bank, and the Millennium Challenge Corporation. DOI-ITAP has managed short- and long-term multi-partner projects in over 50 countries since 1995.

DOI-ITAP has worked at a number of locations in Tanzania since 1997. Technical assistance activities have touched on a variety of themes, including law enforcement training for rangers, design and construction of roads within protected areas, management of marine protected areas, tourism planning, and environmental interpretation activities.

**ASSIGNMENT:** ITAP is seeking experts on protected areas data and information management and database development to provide initial and ongoing assistance to Tanzania wildlife management areas (WMAs) in capturing, analyzing and understanding wildlife and non-wildlife management data for decision making.

The expert will travel to Tanzania with DOI-ITAP staff to meeting with WMA (end users), nongovernment organization (NGO), and Government of Tanzania counterparts to assess data management needs, inputs, and constraints.

Upon return to the U.S., the selected expert will then develop a simple database that is easily implemented and maintained by end-users with limited experience in information management.

The selected expert may also be expected to make a return trip to Tanzania to monitor the implementation of the database, assess challenges, and make necessary adjustments to information flow protocols and the database itself.

**SCHEDULE:** The initial assignment is expected to cover a 1-2 week period in Spring 2013, with a potential follow-up trip later in 2013. In-country technical assistance will be provided in Dar es Salaam and potentially in various wildlife management areas (WMAs) throughout Tanzania. Support from the U.S will take place at the expert's duty station.

**PRE- AND POST-TRIP DUTIES:** All travel and in-country logistics will be handled by DOI-ITAP and/or our in-country counterpart. Background material and briefings will be provided to the selected individuals prior to departure. The selected individuals will be expected to work in collaboration with DOI-ITAP project managers and U.S. Embassy staff on the preparation and follow-up over phone and email to discuss technical aspects of the project.

In addition to project deliverable, within three weeks of the completion of the trip, the individual will provide the DOI-ITAP managers a brief draft trip report of the trip events, evaluations made, and recommendations for future actions. NPS travelers will also submit this report to their Office of International Affairs.

**COSTS:** DOI-ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, medical insurance, immunizations, per diem, etc.). The **salaries of the team members, however, will be paid by their employing DOI agency** for the duration of the international assignment, including pre- and post-trip obligation. Stipends, or other forms of compensation, are **NOT** available for retiree candidates. Please note that travel expenses will **NOT** count against Bureau travel ceilings.

#### **APPLICATION REQUIREMENTS**

Competitive applicants for this assignment will:

- Be a current or retired employee of DOI;
- Have demonstrated experience in information management for protected areas and database development for non-technical end users
- Be knowledgeable about field data collection for biological and non-biological data for decision making
- Have demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups;
- Previous international experience is desirable, particularly experience with biological monitoring for decision making in other countries.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness for duty.

**If you are selected for this assignment you will be responsible for obtaining your supervisor's approval to participate in this program, as well as additional approvals up your supervisory chain of command as necessary (see below).**

**Employees of the U.S. Fish and Wildlife Service, Office of Law Enforcement are required to have supervisory approval prior to submitting an application.**

#### **HOW TO APPLY**

Persons interested in being considered for this international assignment must:

- Send a resume and cover letter summarizing direct, relevant work experience, related to the skills listed under application requirements. Please submit electronically to Levi White (202-208-1480, [levi.white@ios.doi.gov](mailto:levi.white@ios.doi.gov)) and marc

Weitzel (805-671-9746, [marc.weitzel@ios.doi.gov](mailto:marc.weitzel@ios.doi.gov)) with the subject: "Tanzania WMA Data Management"

- Cover letter and resume should be send as one document (preferably a PDF) with the file name "FULL NAME\_BUREAU\_JOB TITLE"
- If your supervisor has already given approval, please indicate this.
- All applications should be submitted as soon as possible but no later than **January 4, 2013**. Applications will be reviewed on a rolling basis.

Any and all questions can be directed to the contact information above for Levi White

**NPS applicants** should copy their applications to Rudy D'Alessandro ([rudy.dalessandro@nps.gov](mailto:rudy.dalessandro@nps.gov)) in the NPS Office of International Affairs. All NPS applicants **must** have the approval to apply from their Associate Director or Regional Director.

**All BLM applicants** should also copy their applications to Olivia Sierra ([osierra@blm.gov](mailto:osierra@blm.gov)) in the BLM Office of International Affairs. BLM applicants **must** have the approval of their immediate supervisor to apply.

**Employees of the U.S. Fish and Wildlife Service Office of Law Enforcement** are required to have supervisory approval prior to submitting an application.

**Please note that ITAP travel does not require the use of a field office credit card and travel will not count towards 'travel caps'.**

#### **Application Process**

The entire selection process may take several weeks. A short list of candidates will be interviewed by telephone. All candidates will be notified of the results of the selection process by telephone, email or letter. **The position is open to all applicants that meet the stated requirements. If applicants do not receive an email acknowledgement of receipt of their application, please inquire with the Project Managers listed above.**