

REQUEST FORM FOR SERVICE OF THAI VOLUNTEER  
(FRIENDS FROM THAILAND PROGRAMME)  
THAILAND INTERNATIONAL DEVELOPMENT COOPERATION AGENCY (TICA)

Name of Requesting Organization: Department of Agriculture

Name of International Development Cooperation Agency (IDCA):

Task title of volunteer's assignment:

Information management

Field of work in which volunteer(s) will be engaged:

Information and database development.

Language required:

English

Experience required:

Advocacy, farmer groups or data management, organizational skills for information usage

Other skills or qualifications which would be useful:

Experience in developing database systems.

Approximate date at which assignment should start: (The candidate for the volunteer assignment should be available from)

As soon as possible

Approximate date on which the Thai volunteer(s) should arrive at working assignment:

As soon as possible.

Number of volunteer(s) requested:

one or two

Age (years) range, limits and sex:

Age: 20-35 Male  Female  35 / male or female

Background information, activities and/or program/project in which the volunteer(s) will work:

The volunteer will work with the National Organic programme to develop and manage database for the organic farmer registration.

These will contribute towards furthering the goals of program budget

The Volunteers will contribute towards developing a systematic farmer registration and information management.

12. Specific job description and responsibilities of the volunteer  
The following are the subjects of technical tasks in which the volunteer will be engaged:

1. Data compilation and data base development.
2. Improve website and information dissemination.
3. Farmer groups and registration system to support local insurance system.

13. Place(s) of work      Number of volunteers      Name(s) and titles of supervising officer

Thimphu      One or two      Kesang Tshomo, Coordinator  
NOP.

14. Name, post title, training and qualifications of person(s) assigned to work with the volunteer(s) (can interpret)

Tshering Yangchen, Research Assistant III,  
Diploma in agriculture

15. Describe the facilities and equipment available or use during the assignment

Office space with required furniture and communication facilities.

16. Additional resources which you will need for the assignment

Rental of flats.

What type of transport is necessary for satisfactory performance of the collection work?

If required to travel out of town for work, transport will be provided by office.

If individual transport is required, how will it be provided?

If required for work, transport will be provided.

Contact person Name: Kesang Tshomo

Position: Coordinator

Telephone number: 351079

Fax number: 351695

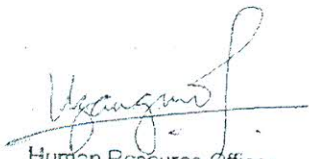
Email address: kesang.tshomo@gmail.com / ktshomo@mon.gov.bt

Requesting Authority:

Signed:

Position:

Date:

  
Human Resource Officer  
Human Resource Division  
Ministry of Agriculture & Forests  
Thimphu, Bhutan