

**Second Sustainability Agreement from April 2007  
between Snow Lion Foundation and E-Malaya e.V**

<b>Name of the project</b>	E-Malaya
<b>Target group</b>	1. <u>Teachers</u> of the Mount Kailash School 2. <u>Students</u> from class 4 to 7 (and possibly class 3)
<b>Goal of project</b>	The expected outcome of the program is to provide basic computer skills to first 100 students per year at Mt Kailash School starting May 2005. This outcome presents not only an important educational aspect, but also a crucial economic, social and cultural aspect for the Tibetan communities from Pokhara and the remote areas Marpha, Manang and Dhorpatan.
<b>Goal of agreement</b>	To ensure a common understanding of the project implementation and clearly define responsibilities in order to contribute to a professional and sustainable usage of the computer lab from April 2007.
<b>Project description</b>	Development of computer education in the Mount Kailash School: <ol style="list-style-type: none"> <li>1. Building of a 1,032.81 SFt computer lab</li> <li>2. Installation of 18 computers: 14 student PC, 1 master PC, 3 teacher PC</li> <li>3. Computer training for the Mt Kailash teachers and the nursery teachers</li> <li>4. Computer education from class 4 to 7 (possibly class 3)</li> <li>5. Integration of computer usage in other school subjects</li> <li>6. Optional (depending on how successful the lab is being used): Preparation of corporate citizenship programs promoting the exchange of knowledge and experience between IT companies and the Mount Kailash School</li> </ol>
<b>Implementation</b>	March 03 – Feb. 04: Planning and fundraising of the E-Malaya project March 04 – April 05: First implementation phase: - Building: May – Nov. 2004 - Lab setup: 19.12.04 - 14.01.05 and 01.03.05 - 07.04.05 (interruption due to general strikes and power problems) April 05 - April 07 : Second implementation phase: pilot years - Teacher training: 22.-23 April 2005 - Computer education class VI & VII
<b>Project Funding</b>	E-Malaya e.V., Hamburg, Germany (Reg. Nr: VR 17761 – Tax. Nr: 17/422/11858) As laid out in the German Civil Code, Article § 51 AO, this organization pursues only charitable goals. It is for non-profit and does not pursue any business goals.
<b>Project Partners</b>	Snow Lion Foundation (SLF) (Kathmandu) and the Settlement Office of Tashi Palkhiel (Hyangja/Pokhara)
<b>Agreement History</b>	<p><u>1. Project agreement: signed on May 12, 2004</u>  The goal of this document was to agree on a common working frame regarding the project description, goal, finance and responsibilities in the stage of building and equipment of the computer lab. Signed by Tsering Topgyal (SLF), Ngawang Namgyal (Tashi Palkhiel Settlement Office), Lobsang Phelgye (Mt Kailash School) and Maylis Chevalier (E-Malaya e.V.).</p> <p><u>2. First Sustainability Agreement: signed on April 28, 2005</u>  The goal was to ensure a common understanding of the project implementation in the two first pilot years and clearly define responsibilities in order to support a safe, reliable and professional usage of the computer lab from March 2005 to April 2007. Signed by Tsering Topgyal (SLF), Gonpo Tashi (Tashi Palkhiel Settlement Office), Lobsang Phelgye (Mt Kailash School) and Maylis Chevalier (E-Malaya e.V.).</p>
<b>Change in Agreement</b>	The present agreement might be amended with the consent of both parties: SLF and E-Malaya e.V. like for example in case of changes in management by the involved parties (SLF, Settlement Office, School)

## Agreement details

### Responsibilities

#### I- Overall responsibilities:

The computer lab is run under the common responsibility of SLF and E-Malaya e.V. Any decision regarding the computer lab should be made with the agreement of both partners, SLF and E-Malaya e.V., before implementation:

##### **1.1 SLF:**

As the local partner, SLF, officially represented by the Headmaster of the Mount Kailash School and the Settlement Officer through the School Management Committee, is responsible for the implementation of the sustainability agreement. Furthermore the headmaster overviews the usage of the lab including all teachers and the settlement officer cares for the accuracy of the computer account (see below) deposited at the office.

##### **1.2 E-Malaya e.V.:**

As the funding organization, E-Malaya e.V. cares for a proper support of the computer lab in terms of technology, educational material, cooperation programs and financial aspect. The executive responsibilities of the E-Malaya e.V are shifted to the computer in charge of the Mount Kailash School regarding the day by day management of the lab.

#### II- Management of the computer lab:

##### **2.1 Task of the computer in charge:**

The computer in charge (in the present time Tashi Phuntsok) is in charge of the management, the budget (computer account) and the usage of the computer lab as well as the building. He has exclusive administrator rights and works closely with the E-Malaya e.V. due to the direct impact of his work on the project sustainability. His responsibilities are as follows:

- Management of the computer lab:

- Computer lab administration and system operation
- Budget management and planning from Session 2008-2009
- Coordinating maintenance of computers, UPS and batteries together with the local partners and supervising power consumption  
Important note: Any expenses higher than 5,000 Nrs will first have to be submitted to E-Malaya e.V. for agreement.
- Track, control and report to E-Malaya e.V. and SLF about the usage of lab.

- Computer education:

- Computer teaching from class 4 to 7 (possibly class 3)
- Enabling the school to successfully integrate computer in the curriculum
- Supporting the usage of computers by his fellow teachers in their subjects

- Maintenance of the computer building and surroundings

According to its availability Phuntsok Thenpel, former coordinator during the building works (see project background), will advise the computer in charge.

Furthermore in a longer perspective - if the computer lab is running according to our sustainability agreement - he might be coordinating corporate citizenship programs with IT companies together with the E-Malaya NGO.

##### **2.2 Appointment of new computer in charge:**

The appointment of a new computer in charge has to be done with the agreement of SLF and E-Malaya e.V. and according to the job description and recruitment procedure attached to this agreement.

As the use of the computer lab is meant to be extended to class 4 and 5 (possibly class 3) as soon as possible, a full-time computer in charge has to be appointed latest on September 1, 2007 in order to replace Tashi Phuntsok, who currently takes care of the computer education in the class 6 and 7 additionally to his duty as a science teacher.

### **III- Usage of the computer suite:**

The usage of the computer lab has to be under the supervision or with the agreement of the computer in charge. In order to secure a proper use and the longevity of the computer lab only the teachers that have completed the training (see project background) are allowed to use it. In case of absence during the training the teachers will have to be taught about the lab working environment and rules by the computer in charge before using it.

Following knowledge is required:

- Usage of computer lab and understanding of computer network
- Teaching program Master eye
- MS Office Package 2003
- Learning programs like Hot Potatoes, Encarta, Tibet CD, Adiboo

The "Eightfold Golden Rules" gives a basic frame for the common usage of the computer lab. Each teacher and student using the lab has to know them.

**Very important note:** The computer lab has to be used only for pedagogical purpose within the Mount Kailash School. In other words no one else (except Phuntsok Tenphel who is related to the project) than the students and the teachers of the Mount Kailash school are allowed to use the computer lab. Furthermore the lab can not be used for any economical, business or private purpose.

### **IV Cleaning of the building:**

In order to maintain a clean environment for the computers - due to the great amount of dust coming inside the rooms - the lab will have to be cleaned thrice a week for at least 2 hours. This task will be taken over by Amala Sonam who will have been especially informed about the special care of electronic device. Additionally she will be in charge of the two green plants. Her wages will amount to 500.- Nrs (5.5 Euro) per month and will be covered by the monthly computer fees.

Furthermore in case of heavy rainfalls a team of students will be in charge of cleaning the water on the roof to prevent any leakage.

## **Project Funding**

The project funding results from the support of SLF and E-Malaya e.V. A special account called "computer account" has been opened at the Settlement Office for the collection of the fees and money transfer from E-Malaya e.V. or SLF.

### **I- under SLF responsibility:**

#### **• Collection of computer fees :**

The computer fees will be - maximum annually or minimum monthly - collected by the Mt Kailash School and deposited at the Settlement Office in the computer account. The fees will cover the maintenance (equipment and building) and cleaning costs of the computer lab. Furthermore they are meant to increase the awareness of students and teachers towards the value of computers and encourage a careful usage. The fees are due since June 2005 by all students: day scholars and hostel students. Day scholars will be directly

	<p>charged by the Mt Kailash School while SLF will be invoiced from the Settlement Office for the fees of the hostel students.</p> <p>Amount of the fees due for at least 9.5 months per school session (one year):</p> <p>Class 6 &amp; 7 : 100.- Nrp  Class 4 &amp; 5 : 80.- Nrp  Class 3: 60.- Nrp</p> <p>At least one annual statement of the computer account has to be delivered from the Tibetan Settlement Office to E-Malaya and SLF. Further account statements might be delivered upon request.</p> <ul style="list-style-type: none"> <li>• <b>Payment of the computer in charge's salary:</b></li> </ul> <p>The salary has to be provided according to SLF payscale.</p> <ul style="list-style-type: none"> <li>• <b>Electricity consumption:</b></li> </ul> <p>The electricity charges of the computer lab are part of the power consumption of the Mt Kailash School and are also covered by the school account. The power consumption has to be monitored by the computer in charge.</p> <p><b><u>II- under E-Malaya responsibility:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Support of account for maintenance and cleaning:</b></li> </ul> <p>In case of lack of funds in the computer account E-Malaya e.V shall re-fund the account according to the needs. Before that a statement of the computer account with the description of the additional financial needs has to be provided to E-Malaya e.V. by the computer in charge. Based on this information E-Malaya e.V. will decide on the financial amount to be transferred.</p> <ul style="list-style-type: none"> <li>• <b>Funding of bigger expenses:</b></li> </ul> <p>Despite a proper use of the computer lab some technical problems regarding the electrical or computer installation as well as the building might affect the lab. If these problems imply higher expenses which can't be only covered by the current budget of the lab, a cost estimation (based on at least three companies independent from each other) has to be sent to E-Malaya that will check the issue and take over the costs accordingly if necessary.</p>
<b>Project effectiveness</b>	<p>Only through its sustainability and the involvement of the concerned Tibetan community this project can be of real profit for the school. Self-responsibility and self-management are the most fruitful way for teachers as well as for students to optimize and appreciate the use of computer. This can be achieved through a transparent and efficient cooperation between SLF, the Mount Kailash School, the settlement office and the E-Malaya e.V.</p>
<b>Agreement confidentiality</b>	<p>The signing partners should be aware of the confidentiality of the content of this agreement. They are required to respect and not share this information with third persons.</p>

<b>Project Background</b>	
<b>Start</b>	<p>The project has been started by Lobsang Phelgye, Headmaster of the school, and Maylis Chevalier after her volunteering as a computer teacher at Mount Kailash in April 2003. This computer project is meant to support the information technology program launched by the Tibetan Government in exile since 1993. Until now most settlement camps in Nepal couldn't profit from the program due to a lack of funds and know-how. To support this project the NGO E-Malaya e.V has been created.</p>
<b>Cost Overview</b>	<p><b><u>Total amount: Building + IT installation: 19,84,248.- Nrs</u></b> (23,048.- Euro*)</p> <p><b>I - Building: Total costs - 11,32,945 Nrs</b> (12,588.- Euro) (including furniture, decoration and upgrading/grass seeding of surrounding ground)</p> <p>Construction of a ground-floor building of 1,032.81 SFt or 116 m<sup>2</sup> (plinth area), located in the teacher quarter for security reasons. It will have 3 rooms: the student computer room, the teacher computer room and an additional room for batteries, fast chargers, UPS and stationary.</p> <p><u>Furniture:</u></p> <ol style="list-style-type: none"> <li>1. 6 tables: 1.80 x 0.80 x 0.70 m (5.11' x 2.8' x 2.4')</li> <li>2. 2 small tables: 0.90 x 0.80 x 0.70 m (2.11' x 2.8' x 2.4')</li> <li>3. 1 ovale table: 2.5 x 1.25 m (4' x 8')</li> <li>4. 1 teacher table: 1.80 x 1.80 m (6' x 6')</li> <li>5. 1 battery table: 0.43 x 0.98 m (1.5' x 3.2')</li> <li>6. 1 entry table: 0.50 x 0.92 m (1.8' x 3')</li> <li>7. 28 chairs</li> <li>8. 3 lamps (main room), 1 lamp teacher room, 1 saving lamp in server room.</li> <li>9. 1 white board: 2.5 x 1.25 m (4' x 8')</li> <li>10. 2 green plants</li> <li>11. 2 fans (optional)</li> <li>12. 1 iron rack for batteries, UPS and fast chargers</li> </ol> <p>Additionally the old furniture will be integrated:</p> <ol style="list-style-type: none"> <li>1. 7 folding chairs and 4 twisting chairs</li> <li>2. 4 computer tables</li> </ol> <p><u>Decoration:</u></p> <ol style="list-style-type: none"> <li>1. Two wall paintings of Jampelyang (3,5'x3,5') and Mi Tsering (3'x2,5')</li> <li>2. Frames: <ul style="list-style-type: none"> <li>- One picture of HH the Dalai Lama (2'7 x 1'11)</li> <li>- Certificate of the E-Malaya e.V. from the Central Tibetan Administration</li> <li>- Golden rules for the computer usage</li> </ul> </li> </ol> <p><u>Front ground upgrading:</u> 40,000.- Nrs</p> <p>Due to the building works the ground in front of the computer lab has been damaged and the grass spoiled. As a result the rush of students may bring more dust and dirt into the computer rooms. An upgrade of this ground - building of a brick way from the entry door to the computer lab and seeding of new grass - will contribute to a cleaner and more convenient environment for the lab as well as for the teacher quarter.</p> <p style="text-align: right;">* Change : 1 Euro = 90 Nrs</p>

**II- Hardware and electrical support: Total costs - 8,51,298.- Nrs (9,460.- Euro)**

Technical details:

**1. 14 Student computers:**

Mainboard: Intel D845GVFN  
 Processor: Intel Celeron 1,80 GHz, 478 Pin, FSB 400 MHz  
 Memory: DDR RAM, 333 MHz  
 Harddisk: Samsung 40 GB, 7200 rpm  
 Floppy Disk: Mistumi FDD  
 Monitor: LG (15'), Mouse, Pad and Keyboard  
 Casing: ATX  
 Headphone: SOMIC SM-750

**1 Master Teacher computer:**

Mainboard: D865PERLK  
 Processor: Intel Celeron 2,0 GHz, 478 Pin, FSB 400 MHz  
 Memory: DDR RAM, 333 MHz  
 Harddisk: Samsung 80 GB, 7200 rpm, 8 MB Cache  
 Floppy Disk: Mistumi FDD  
 Monitor: LG, 15", CRT, Flat, SVGA, 85Hz, Mouse, Pad and Keyboard  
 DVD Combo: CD-RW, 52x/DVD-Rom 16x, TR-H492  
 DVD burner: Sony DRU-710A  
 Casing: ATX  
 Screen Filter  
 Headphone: SOMIC SM-750

**3 teacher computers (replacing the four broken SLF computers):**

Four computers have been set up on July 7, 2002 in the teacher quarter by Room To Read, Giri News, 061-573383 Pokhara on the behalf of SLF. Due to the unsatisfactory condition of the computers (see latest report from Tashi Phuntsok to Room To Read around March 2004) and due to the end of the warranty and service contract since July 6, 2004, the cost to maintain these out-of-date computers was higher than the one to replace their main parts. In order to integrate these computers in the new lab an upgrade of the main features had to be done and three of them have been replaced to 95 %.

Previous configuration for each computer:

Mainboard: T410 + graphik card + modem  
 Processor: Intel Pentium III 1.13 GHz  
 Memory: 128 MB RAM  
 Harddisk: No name 40 GB  
 Floppy Disk: 1.44 FDD  
 Monitor: Samtron 15', Mouse and Keyboard  
 Casing: Frontech  
 CD drive 52x

Additionally:

1 UPS 1500 VA + two batteries 150 AH + one stabilizer  
 Inkjet Printer: DeskJet 840  
 Furniture: 4 individual tables + 4 chairs

**Three new teacher computers have been updated and assembled as follows:**

Mainboard: Intel D845GVFN  
 Processor: Intel Celeron 2,1 GHz, 478 Pin, FSB 400 MHz  
 Memory: DDR RAM, 266 and 333 MHz  
 Harddisk: Samsung 40 GB, 7200 rpm  
 Floppy Disk: Mistumi FDD  
 Keyboard and Mouse  
 Casing: ATX  
 Headphone: SOMIC SM-750

Only the monitors haven't been changed

Regarding the remaining parts of the old computers, they will be used for hardware training. The old UPS and the stabilizer can't be used.

2. Laser Printer B/W: HP 1010

3. Network installation:

3 Switch (8 ports D-Link 10/100)

Cable: D-Link (258 m)

Connectors: RJ-45 (51 pieces)

4. Electrical support for the hardware:

3 x UPS Powercom Line interactive 2000 VA

1 x UPS Su-Kam 600 VA

12 x Su-Kam Batteries 165 AH

3 fast chargers

5. Additionally:

Scanner of Headmaster office

Old HP Inkjet printer

### III- Softwares:

1. Microsoft Germany has granted E-Malaya e.V. with 20 open licences for its operating system Windows XP, Windows Server 2003 and Office 2003 Professional. Additionally the company donated Encarta 2004.

2. The German Education Department of Hamburg has provided E-Malaya e.V. with a new teaching method called "Intel Teach for the Future" that promotes the integration of computer usage in all school subjects. By learning how to use computer as a working tool in different subjects students better apprehend the scope of computer application as he will experience in his future life.

3. MasterSolution AG has provided a security software ProtectOn to protect the hard disk of the students' and teachers' computers as well as a teaching program, Master Eye, a performant tool that enables the teacher to teach and monitor students from his own computer.

4. Further learning programs have been provided by the German Media Institute. Publishing houses and other donors will be contacted for further programs.

5. **Important note on Internet**: Due to security, technical, financial and organizational reasons the use of internet is not considered in the computer lab. Nevertheless children will be taught about internet through intranet. Websites can be downloaded from the net and uploaded to the lab server to simulate internet and protect the lab from virus, any external influence or misuse.

### IV- Involved companies:

1. Hardware:

Computers + Network: *Himalayan Trading House* - Surendra Bhusal,

Tel: 061-521756, Mob: 98560 25309, [salespr@fewanet.com.np](mailto:salespr@fewanet.com.np)

Printer: *Mir Computer P.Ltd* - Bishal Shrestha, 061-530931, [mir@bb.com.np](mailto:mir@bb.com.np)

2 additional backup HDD Seagate 120 GB: *Lalit Trading House* KTM New Road

Sandeep Singhi, Tel: 01-4229207, 4220086, [lrc@info.com.np](mailto:lrc@info.com.np)

2. Electrical support:

UPS + Batteries: *Star Office Automation Center* – Sunil Sharma, Amid Shrestha

Tel: 061 - 520997, [star@col.com.np](mailto:star@col.com.np)

Fast charger: *Rajbhandari Transformer Pvt. Ltd* - Mr. Rajbhandari,

Tel: 061-521265 (Mob: 98560 20664)

	<p>Acid + Filtered Water: Khanda Nanda Acharya, Tel: 061-534705 (neighbours) Electrical installation: Ram Gurung (local partner from Hyangja, no phone)</p> <p>3. <b>Building:</b> Contractor: Chij Man Gurung, Mob: 98460 21922, registration Nr.: 1071 Furniture: Tables: Anand, Chairs: <i>Kamal Steel furniture</i>, Ashok Shresta, Tel: 061-521 606, Curtains: Elegance, Chiple Dunga Electricity: First installation made by Shiva during building construction, but due to an unsatisfactory work and new requirements Ram, Hyangja, reorganized it. Painting: Karma Gyaltzen, local Tibetan artist from Tashi Palkhiel Iron Rack: Bhanu Bhakta, Tel: 061-535551 (Mob: 98460-21644)</p> <p><b>V- Maintenance and warranty in 2005:</b></p> <p><u>Hardware:</u> Computers + Network: 3 months parts' replacement warranty from December 2004 to January 2005 (due to different delivery dates please refer to the IT list for the exact times), and one year free service from January 2005. Additional backup Seagate 120 GB: 1 year warranty on the hard disk and 3 months warranty on the casing from 17.12.2004 Laser printer: 1 year warranty from 4.01.2005</p> <p><u>Electrical support:</u> UPS + batteries: 1 year warranty from 5.01.2005</p> <p><b>VI- Maintenance from 2006:</b></p> <p><u>Hardware and Software:</u> APEX Info-Solution : Dev Prasad Gurung B.P. Marg, New Road-9, Pokhara Tel: 061-521666 Cell: 9846021918</p> <p><u>UPS+Batteries+Fastcharger:</u> Buddha Power Electro System : Aftab Alam, Chief technician Sabhagriha Chowk-8, Pokhara Tel: 061-520998 Cell: 9846053041</p> <p><u>Distilled Water:</u> Kharananda Acharya Cell: 9846030099</p> <p><u>Electrical support:</u> Ram Gurung (Ram Dai), local partner in Hemja</p>
<p><b>Persons in charge</b></p>	<p><b>I. Overall project management and funding:</b> As the founder of E-Malaya e.V., Maylis Chevalier is responsible for the complete project development, from fundraising in Europe to implementing the project in Nepal. She worked with the support of following persons.</p> <p><b>II. Building works:</b> The building works have been supervised and coordinated by Phuntsok Thenpel.</p> <p><b>III. Computer and network installation:</b> Carsten Prox, well experienced IT-engineer from Germany, with the support of Chehen Lama, local IT-Specialist, has set up, installed and networked the assembled computers with the goal of zero administration.</p>



	<p><b>IV. Teacher training and beginning of computer education:</b></p> <p>Maylis Chevalier and Tashi Phuntsok have been providing a computer training on April 22-23, 2005 to at least 10 teachers of the Mount Kailash School as well as of the nursery. The latest development in computer education shows that computer is much more than a teaching subject but a teaching tool that should be integrated in the school curricula. Thus the training was based on the Intel teaching method showing how to integrate the use of computer in different subjects like for example Science, Maths, English, Social Studies, Tibetan etc.</p> <p>The main goals of the training were as follow:</p> <ul style="list-style-type: none"> <li>• to acquaint the teachers with the operation of the lab network</li> <li>• to teach the teachers or update their knowledge with the latest edition of MS Office</li> <li>• to provide the teachers with relevant material to their day-to-day teaching</li> </ul> <p><b>V. Computer education:</b></p> <p>Due to his involvement in the E-Malaya project Tashi Phuntsok has been recruited has the first computer in charge during the pilot years.</p>
<p><b>Important pedagogical aspects</b></p>	<p>The drawing of the computer suite has been made in a different way from common computer classrooms in Nepal in order to leave space for new pedagogical applications. The organization in U-Form (see project agreement) with a common round table in the middle enables the teachers to develop group works: creation of a school newspaper, exhibition about computer technologies for education day, school presentation for potential sponsors etc. The students can also create a computer club for the use of the suite outside the school classes etc.</p> <p>In such works students learn how to compile knowledge from different subjects with the help of computer, thus they don't learn the usage of computer as a sole subject but as an effective and professional working tool as it is used in the modern age to treat information. An intelligent and efficient use of the computer suite can open new horizons for the young refugees in need of additional qualifications.</p>

Read and acknowledged, on May 20, 2007, in Hyangja – Pokhara - Nepal

Tsering Topgyal  
Executive Secretary  
Snow Lion Foundation

Karma Legshey Gyaltzen  
Settlement Officer  
Tashi Palkhiel

Maylis Chevalier  
President  
E-Malaya e.V.

**Attachment : Computer In charge : Job Description and recruitment procedure**

<b>Job Description</b>	
<b>Place</b>	Mount Kailash School, Tibetan Refugee Settlement Camp of Tashi Palkhiel in Hemja near Pokhara, Nepal
<b>Job Title</b>	Computer In charge
<b>Position</b>	The computer in charge works under the common responsibility of Snow Lion Foundation and the E-Malaya NGO
<b>Start</b>	As soon as possible, latest on September 1, 2007

<b>Responsibilities:</b>	<p>This position will be in charge of the management of the computer lab as well as of the computer education in the Mt Kailash School.</p> <ul style="list-style-type: none"> <li>• <u>Management of the computer lab:</u> <ul style="list-style-type: none"> <li>– Computer lab administration and system operation</li> <li>– Budget management</li> <li>– Supervising and coordinating maintenance of computers, UPS and batteries together with the local partners</li> <li>– Track, control and report to E-Malaya e.V. about the usage of lab</li> </ul> </li> <li>• <u>Computer education:</u> <ul style="list-style-type: none"> <li>– Computer teaching from class 4 to 7 (possibly class 3)</li> <li>– Enabling the school to successfully integrate IT into the core curricula</li> <li>– Supporting the usage of computers by his fellow teachers in their subjects</li> </ul> </li> <li>• <u>Maintenance of the computer building and surroundings</u></li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Appropriate qualification in IT (for example Bachelor level) with experience in computer administration and system management</li> <li>• Teaching or training experience</li> <li>• Additional knowledge and interest in hardware as well as in electricity is necessary to interact with local maintenance partners</li> <li>• Communicative, hardworking, flexible, proactive, reliable and respectful</li> <li>• Proficient in Nepali as well as in English, knowledge in Tibetan is welcome</li> </ul>
<b>Salary:</b>	According to qualification and level of experience
<b>Application:</b>	<p><u>Application to be sent to the general secretary of SLF, Tsering Topgyal per e-mail:</u></p> <ul style="list-style-type: none"> <li>- CV with picture</li> <li>- Letter of interest</li> </ul>

<b>Recruitment procedure</b>	
<b>Schedule</b>	<p>From May 2007 to September 1, 2007:</p> <ul style="list-style-type: none"> <li>• May – July 07: <u>Job interviews</u></li> <li>• July – Aug. 07: <u>First selection</u> of at least 5 candidates</li> <li>• Aug. 07 : <u>Last interview</u> (phone interview) with Maylis Chevalier</li> <li>• Sept. 1, 07 : <u>Start</u> of the new computer in charge</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• SLF, represented by Tsering Topgyal, will receive the applications and run the interviews with the short-listed candidates.</li> <li>• After their interview Tsering Topgyal will refer them to Tashi Phuntsok who will introduce the job in more details. For that the candidates will have to go to Pokhara. Then Tashi Phuntsok will give his assessment of the candidates to SLF and E-Malaya e.V. according to the job description.</li> <li>• A second interview by phone will take place with Maylis Chevalier (E-Malaya e.V.) who will provide a ranking of the selected candidates on which base the final decision will be taken by SLF and E-Malaya e.V</li> </ul>
<b>Coordination</b>	<u>Pokhara:</u> Tashi Phuntsok, Tel: 9804120321, e-mail: tphintsok2002@yahoo.com
<b>Contract</b>	SLF contract with six months trial period