



## JOB DESCRIPTION of World Friends Korea(WFK) - NIPA Advisor

General Information	
<b>■ Expert Title</b>	<input type="checkbox"/> ● KOICA advisor <input checked="" type="checkbox"/> ● NIPA advisor <input type="checkbox"/> ● Techno Peace Corps
<b>■ Area of expertise</b>	Cyber Security
<b>■ Job Title</b>	IT Cyber Security Specialist
<b>■ Location, Country</b>	Azerbaijan, Baku
<b>■ Number of Expert</b>	1
<b>■ Duration</b>	12 months
Detailed information of the requesting organization	
<b>■ Organization Name : The Ministry of Environment and Natural Resources</b> - Requesting Department : Digital Transformation Working Group - Office Name : Ministry Headquarter	
<b>■ Type of Organization</b> <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> University <input type="checkbox"/> Research institution <input type="checkbox"/> Others :	
<b>■ Working Day/Hours : Monday - Friday (5 days per week) / 9:00 am to 6:00 pm (1:00 am - 2:00 am - lunch time)</b>	
<b>■ Contact Person : Aydan Asadzade (Working Group Coordinator)</b>	
<b>■ Tel/Fax/E-mail : +994505551193 / aydan.asadzade@eco.gov.az</b>	
<b>■ Duty Station :</b>	
<b>■ Major activities of the Organization :</b> - Ministry of Ecology and Natural Resources - protection of the environment in the territory of the Republic of Azerbaijan, including the section of the Caspian Sea (lake) belonging to the Republic of Azerbaijan, organization of the use of nature, effective use of groundwater, mineral resources and surface natural resources, their restoration,	



observation of hydrometeorological processes and is a central executive power body that implements state policy in the field of forecasting.

■ Major activities of the department where WFK – Advisor/TPC will be dispatched

- Digital Transformation
- Software Development
- IT Infrastructure Management
- Corporate Database management
- Data governance

■ Experience of working with WFK – Advisor/TPC

- Yes    No

■ If yes, please describe the tasks of WFK – Advisor/TPC

- Meteorology & Climate changes.

### Description of Tasks

■ The tasks to be undertaken by the WFK – Advisor/TPC will be:

- Risk Assessment
- Security Policies and Procedures
- Security Audits and Compliance
- Security Awareness and Training
- Network Security Consulting
- Security Monitoring
- Data Protection
- Security Tools and Technologies
- Security Metrics and Reporting
- Security Research
- Security Testing

- Summary :

■ Responsibilities of WFK – Advisor/TPC

- Policy making and Strategic planning
- To provide technical advisories and exchange of experiences
- Analyzing network systems and structures to ensure the most secure



- approach is being employed
- Safeguarding information system assets

### Expected Results/Output

- Expected results/output of the tasks by the WFK – Advisor/TPC include:
  - Risk Assessment Plan
  - Security Policies and Procedures documents
  - Security Audits and Compliance guide for ministry
  - Training materials
  - Protocols of the network Security Consulting meetings
  - Security Monitoring Results
  - Data protection procedures in the workplace
  - List of preferred security Tools and Technologies
  - Security Metrics and Reporting templates for organization
  - Security Testing methodology

### Required(Preferred) qualifications of WFK – Advisor/TPC

- Gender
  - Male     Female     No preference
- Educational Background
  - Bachelor's Degree     Master's Degree     Doctor's Degree
  - \* Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks
    - Yes     No
- Required Work Experience
  - At least, 10 years of work experience in relevant area.
  - A Ph.D. in a related field (In some cases, a master's degree might be acceptable)
  - Professional experience in IT Security, such as working in the industry as a security analyst, consultant, engineer, or similar roles, can be an important asset.
  - International certificates regarding this field
  - \* Similar or related work experience will be fine if the selected expert has an ability to



<p>do the requested tasks</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>■ Language : English</p> <p>- Reasons :</p> <p>■ Other Requirements</p> <p>- Excellent inter-personal and communication skills.</p>			
Description of the Workplace			
■ Location of the workplace	<p>- <u>6.5</u> km from the capital city</p> <p>- <u>12</u> minutes by <u>car</u> (transportation)</p>		
■ Information on the co-worker who will work closely with the WFK-Advisor	<p>- Full Name (Mr./Ms.) : <b>Rustam Hasanov</b></p> <p>- Position/Work area : <b>Adviser to the Minister</b></p> <p>- Tel/E-mail : <b>rustem.hesenov@eco.gov.az</b></p> <p>- English Language Skill :</p> <p><input type="checkbox"/> Basic    <input checked="" type="checkbox"/> Intermediate    <input type="checkbox"/> Advanced</p>		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation	<input checked="" type="checkbox"/> <b>Only for work purposes</b>	<input type="checkbox"/>
	Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater <input checked="" type="checkbox"/> Desk <input checked="" type="checkbox"/> Bookshelf <input checked="" type="checkbox"/> Chair	
■ Other information that may help the WFK-Advisor/TPC adapt to the local environment			
■ Photos (if possible)			

19.11.2023

(Date of filling out the form)

**Rustam Hasanov**

(Name of the person in charge)



Ministry of Foreign Affairs

Republic of Korea

Adviser to the Minister

(Position of the person)

Signature with official stamp

AZƏRBAYCAN RESPUBLİKASI  
EKOLOGIYA VƏ TƏBİİ SƏRVƏTLƏR  
NAZİRLİYİ  
AZ-1073, B.Ağayev 100A  
MINISTRY OF ECOLOGY AND  
NATURAL RESOURCES OF REPUBLIC  
OF AZERBAIJAN  
AZ-1073, B.Ağayev 100A



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<b>■ Job Title</b>	Specialist
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- Digital Transformation
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■ Experience of working with WFK – Advisor/TPC

- Yes    No

■ If yes, please describe the tasks of WFK – Advisor/TPC

- Meteorology & Climate changes.

### Description of Tasks

■ The tasks to be undertaken by the WFK – Advisor/TPC will be:

- Set up and optimize network protocols and configurations.
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- Implement security measures to safeguard the network.
- Recommend improvements to existing network designs.
- Analyse network performance data and make recommendations for improvements
- Evaluate and recommend upgrades to network hardware and software.
- Optimize resource allocation to ensure efficient network performance.
- Conduct security audits and vulnerability assessments.

- Summary :

■ Responsibilities of WFK – Advisor/TPC

- Network protocols and configurations
- Security measures of the network
- Network designs
- Performance Analyse of the network
- Upgrades to network hardware and software
- Resource optimisation
- Security audits and vulnerability assessments



### Expected Results/Output

■ Expected results/output of the tasks by the WFK – Advisor/TPC include:

- Network Design and Architecture schemas.
- Establish and implement network monitoring systems to ensure optimal performance.
- Preparing implementation plan according industry best practices and emerging threats.
- Monitor network capacity and plan for future growth.
- Document troubleshooting procedures for common network issues.
- Training and Knowledge Transfer.
- Modification plan of current network according industry trends, emerging technologies, and best practices.

### Required(Preferred) qualifications of WFK – Advisor/TPC

■ Gender

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■ Educational Background

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■ Language : English

- Reasons :



<p>■ <b>Other Requirements</b> - Excellent inter-personal and communication skills.</p>			
<p><b>Description of the Workplace</b></p>			
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**Rustam Hasanov**

(Name of the person in charge)

**Adviser to the Minister**

(Position of the person)

Signature with official stamp

