



“WORLD FRIENDS KOREA” ADVISORS & TECHNO PEACE CORPS

Korea International Cooperation Agency
National IT Industry Promotion Agency
National Research Foundation of Korea

The Government of the Republic of Korea is pleased to inform you that it has set up a “**World Friends Korea(WFK) Advisors & Techno Peace Corps(TPC)**” to dispatch to your country Korean experts with many years of experience in various fields. The program is aimed at providing support for the socioeconomic development of your country in the area of the exploration and planning of development projects, as well as technological and managerial consultation for the promotion of such projects.

The procedure of the program consists of the 4 steps as listed below. In general, it takes approximately 6 months from the initial survey of demand to the actual placement of experts. For this reason, the experts are dispatched every half year.(the TPCs are dispatched every year)

Steps	Contents	Expected period
1. Demand Survey	Demand survey via diplomatic channels	Nov. 2023
2. Planning	Planning	Dec. 2023
3. Recruitment	Preliminary application → Document examination → Interview → Medical examination → Selection	Jan. ~ May 2024
4. Preparatory Training, Dispatch	14 days of training in Korea Dispatch	Jun. 2024

The implementing agencies are the Korea International Cooperation Agency (KOICA) under the Ministry of Foreign affairs, National IT industry Promotion Agency (NIPA) under the Ministry of Science and ICT and National Research Foundation of Korea(NRF) under the Ministry of Science and ICT.

The attached Job Description is designed to ask your government the needs and the results expected by your government from the WFK program. Please fill out the attached form in detail and submit it to the Korean Embassy **by 17, Nov. 2023.**

Once the experts are selected based on your request, you are required to cooperate with the Korean Implementing Agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Full requirements and procedures will be announced at a later date. Thank you for your cooperation.

*** Guide for writing Job Description**



1. You should submit a Job Description for each expert.
2. The general information of Korean experts to be dispatched for WFK-Advisor/Techno Peace corps(TPC) are the following

Expert Title	WFK-Advisor		③ WFK-Techno Peace corps(TPC)
	① KOICA Advisor	② NIPA Advisor	
Implement Agency	Korea International Cooperation Agency (KOICA) under the Ministry of Foreign affairs	National IT industry Promotion Agency (NIPA) under the Ministry of Trade, Industry and Energy	National Research Foundation of Korea(NRF) under the Ministry of Science and ICT
Category	Advisor		Volunteer
Responsibilities	Policy making and Strategic planning, Technical support, etc		Research, Lecturing, etc
Workplace	Mainly Public Institution, Government Organization		Mainly University, Research Institution
Sector	Public Administration, Education, Health, Agriculture, Forestry and Fisheries	Information Communication, Industrial Technology, Energy Resources, Trade/Investment, Local/regional Development	Science & Technology.
Background	More than 10(ten) years working experience in a relevant area		Specialists who have majored in the relevant fields(Priority given to holders of a Ph.D. or Master's degree)
Language	Intermediate or above level of proficiency in oral and written English		
Duration	1(one) year (Extend up to 3(three) years)		

3. Job title : You can refer to the attachment 3. List of sectors and choose one job title of experts in the list. The job title must accurately describe the job to be performed by the expert.
4. Please describe tasks and duties of WFK-Advisor/TPC as specifically as possible.
5. Once the experts are selected for your country, your organization should cooperate with Korean Implementing agencies by issuing visas, providing acceptance letters, etc.
The workplace (office and desk) must be offered for the experts.
6. Please fill out the form electronically using **Microsoft Word**.
(Hand-written form is often difficult to read and thus will not be accepted)



7. Please submit Job Description form to the Korean Embassy **by 17, Nov. 2023.**
Incomplete forms will not be accepted.
8. For your reference, we send the **attachment 2. Sample of Job description.**
Attachment 1. Job Description form of WFK-Advisors/Techno Peace Corps(TPC)
Attachment 2. Sample of Job description
Attachment 3. List of sectors of WFK-Advisor/TPC Program



< Attachment 1 >

**JOB DESCRIPTION of World Friends Korea(WFK)
-Advisor & Techno Peace Corps(TPC)**

※ Please complete the form and mark on the box.

General Information	
■ Expert Title	<input type="checkbox"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	ICT Policy
■ Job Title	Specialist
■ Location, Country	Zanzibar Tanzania
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : Zanzibar Commission for Tourism - Requesting Department : ICT department - Office Name : Zanzibar Commission for Tourism	
■ Type of Organization <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 :	
■ Working Day/Hours : 5 days (Mon – Fri) 8 hours per day	
■ Contact Person : (Please nominate someone from your organization who will be responsible for the work of Korean experts): Ms. Hafsa Mbamba	
■ Tel/Fax/E-mail : +255772 821 725, executivesecretary@zanzibartourism.go.tz	
■ Duty Station : Zanzibar	
■ Major activities of the Organization : (Please list at least three) - The Zanzibar Commission for Tourism is the official authority responsible for overseeing, promoting, developing, and marketing the vibrant tourism sector in	



the enchanting archipelago of Zanzibar. With a rich cultural heritage, pristine beaches, captivating history, and warm hospitality, Zanzibar offers an unforgettable experience for every traveller.

- **Mission:** Our mission is to position Zanzibar as a world-class tourism destination, showcasing its natural beauty, cultural diversity, and unique experiences. We strive to create sustainable tourism practices that benefit our local communities, preserve our environment, and contribute to the overall socio-economic development of Zanzibar.
- **Vision:** Our vision is to establish Zanzibar as a leading sustainable tourism destination, renowned for its authenticity, diversity, and exceptional visitor experiences. We aim to foster partnerships, encourage responsible tourism practices, and continuously innovate to exceed the expectations of our visitors and investors.

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

- To develop software and software management
- To conduct Big data analytics in tourism
- Conduct training for ZCT staff on ICT related issues
- To solve current ICT issues and create efficiency.
- To build capacity to ICT internal personals
- To establish tourism projects Database

■ **Experience of working with WFK – Advisor/TPC**

No

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

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Description of Tasks

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

(Describe the overall objectives of the task, why this task is needed and what the expert will do)

- **Summary:** The overall objectives of the tasks of the WFA are to improved organizational operations through technology, improve ICT usage in the organization

Importance of the Task: To have improved and digital organizational operations.

Digital technologies have important implications for tourism businesses of all sizes, for the structure and operation of tourism value chains and for the sector as a whole.

What the expert will do;

- To develop software and software management
- To conduct Big data analytics in tourism



- Conduct training for ZCT staff on ICT related issues
- To solve current ICT issues and create efficiency
- To build capacity to ICT internal personals
- To establish tourism projects Database
- Responsibilities of WFK – Advisor/TPC *(Please mark all that apply and type in detail)*

Policy making and Strategic planning *(Only for the Advisor)*

- Sharing experience on Korean ICT policy for tourism development
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Technical support

- To provide technical advisories and exchange of experiences in digital tourism management
- To design digital marketing and electronic tourism
- To solve current ICT issues and create efficiency.

Research

- To write research proposals related to the Use of ICT for Tourism development
- Field data collection and evaluation of the existing ICT systems in the tourism

Sector

Lecturing

- Not applicable
-

Training of local staff

- To develop skills and adapting modern ICT usage to create a harmonize work efficiency system
- To design digital marketing and electronic tourism

Other

-

Expected Results/Output

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

- Improved ICT systems of the organization
- Developed organization’s databases
- Secured systems to monitor data
- Improve data security
- Adapt more efficiency computerized systems to be used for work
- Improve internal ICT staff capacity



Required (Preferred) qualifications of WFK – Advisor/TPC

(List the minimum essential qualifications required for the experts to successfully carry out this task)

■ **Gender**

No preference

■ **Educational Background**

Master's Degree]

- Masters in Information Technology
- Master of Science in Information, Communication and technology
- Masters in Computer science
- Masters in Data science

* Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks

■ **Required Work Experience** *(Specify work experience required for the experts)*

- At least, 10 years of work experience in relevant area
- Minimum 2 years of professional experience in developing countries and Internationally, preferably in institutional and policy support projects.

■ **Language : English**

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons :

■ **Other Requirements** *(Identify desired skills or qualifications for the task)*

- Excellent inter-personal and communication skills
- Knowledge of Spanish is an advantage, but not a requisite

Description of the Workplace

■ **Location of the workplace**

- 4.2 km from the capital city
- 15 minutes by motorcycle /car (transportation)

■ **Information on the co-worker who will work closely with**

- Full Name (Mr./Ms.) : Ms. Hafsa Mbamba
- Position/Work area : Executive Secretary



<p>the WFK-Advisor</p>	<p>- Tel/E-mail : +255772 821 725, executivesecretary@zanzibartourism.go.tz</p> <p>- English Language Skill : Advanced <input type="checkbox"/> Intermediate</p>		
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC <i>(Please mark on the box)</i></p>	<p>Items</p>	<p>Available</p>	<p>Not available</p>
	<p>Housing</p>	<p><input type="checkbox"/></p>	<p>✓ <input type="checkbox"/></p>
	<p>Transportation</p>	<p><input type="checkbox"/></p>	<p>✓ <input type="checkbox"/></p>
	<p>Others</p>	<p>✓ PC ✓ Printer ✓ Internet access ✓ Phone ✓ Air Conditioning <input type="checkbox"/> Heater ✓ Desk ✓ Chair ✓ Bookshelf <input type="checkbox"/> Others()</p>	
<p>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment <i>(Living conditions, weather, allowance, other comments, etc.)</i></p>	<p>Zanzibar is a tourist region where you meet people from different diversities therefore English Language is mostly used in daily life. Weather is humid and hot; the cost of living is quite expensive due to many tourists.</p>		
<p>■ Photos (if possible)</p>			

* Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.

28/11/2023
(Date of filling out the form)

HATSA MBAMBA
(Name of the person in charge)

EXECUTIVE SECRETARY
(Position of the person)

Hatza Mbamba
Signature with official stamp

