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

General Information	
■ Expert Title	☐ ❶ KOICA advisor ☑ ❷ NIPA advisor ☐ ❸ Techno Peace Corps
■ Area of expertise	Statistics/ Measurement
■ Job Title	Data Scientist
■ Location, Country	Baku, Azerbaijan
■ Number of Expert	1
■ Duration	12 months

Detailed information of the requesting organization

■ Organization Name : The State Agency on Mandatory Health Insurance
- Requesting Department : Strategic development and economic analysis
- Office Name : The State Agency on Mandatory Health Insurance office

■ Type of Organization
    ☐ Government   ☑ Public organization   ☐ Public corporation
      ☐ University   ☐ Research institution   ☐ Others :

■ Working Day/Hours : 5 days(Mon. to Fri.) / 8 hours per day

■ Contact Person : *Azer Talıbov/International Relations Department*

■ Tel/Fax/E-mail : (+994 12) 310 07 70 | 1408 | etarverdiyev@its.gov.az (Elchin Tarverdiyev, Analytics and risk management)

■ Duty Station : 1 year

■ Major activities of the Organization : *(Please list at least three)*

  -The State Agency on Mandatory Health Insurance (hereinafter-Agency) is a public legal entity that implements mandatory health Insurance through accumulating revenues

to finance medical services within benefit package and acting as purchaser of these services

The Agency operates in the following directions:

- Involvement in developing a single policy on mandatory health insurance and to ensure implementation of this policy
- Arranging mandatory health insurance for the public and ensuring financial sustainability of this insurance
- Providing the public with equal conditions to use medical services as part of mandatory health insurance
- Taking measures to ensure accessibility of mandatory health insurance for everyone and to improve quality and efficiency of medical services to protect the health of the population
- Ensuring further development of mandatory health insurance

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

- The future advisor will work in the Analytics and risk management branch of the Department of Strategic Development and Economic Analysis.
- Conducting analytical analyzes of the provided medical services, making suggestions for optimization of processes and costs
- Prepare analytical documents, conduct evaluations and make proposals in the direction of the introduction of compulsory health insurance and improvement of health care financing
- To conduct analyzes of the socio-economic and demographic indicators of the country, to prepare proposals for determining directions for more effective application and development of compulsory health insurance
- To analyze information on the economic basis of compulsory medical insurance and to make proposals for strengthening the economic potential in this field;
- Conducting mathematical and statistical analyzes on all levels of health care services
- Visualization of analyzed data with various tools
- Preparation of periodic analytical reports
- Investigation of risk factors and preparation of risk passport
- Conducting risk analysis
- Building models for providing forecasts

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

☑ Yes ☐ No

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

- Support in building new models to make predictions
- Share your experience and knowledge with the team

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 doing)

- Summary : Tasks of the Expert:

• **Data Analysis and Modeling: The expert will engage in rigorous data analysis, employing statistical and machine learning techniques to develop robust risk models. This involves cleaning and processing data, selecting appropriate algorithms, and building predictive models.**

• **Validation and Testing: They will validate the constructed models to ensure accuracy, reliability, and robustness. Testing involves using historical data, simulations, or other methodologies to assess the model's predictive capabilities.**

• **Collaboration and Communication: The expert will collaborate with cross-functional teams to understand domain-specific risks and gather insights. Clear communication of model outputs and recommendations to stakeholders will be crucial to facilitate decision-making.**

• **Continuous Improvement: Continuously monitoring model performance, adapting to changes in data or risk landscapes, and refining models to enhance their predictive capabilities over time.**

In essence, the role of the WFK Advisor/TPC in supporting the construction of risk models involves leveraging data science expertise to develop, validate, and continually enhance predictive models. This task is essential for enabling organizations to proactively manage risks, optimize resources, and make informed strategic decisions in an ever-evolving business landscape.

■ **Responsibilities of WFK – Advisor/TPC** *(Please mark all that apply and type in detail)*

☑ **Research**

- Conducting In-depth Analysis: The role requires a robust ability to conduct comprehensive research related to data science tasks. This involves diving into various data sets, exploring methodologies, and employing statistical techniques to derive meaningful insights.

- Suggestive Approaches: Based on researched findings, the Advisor/TPC must suggest and propose innovative strategies, methodologies, or tools that align with global best practices in data science. This includes considering advancements, emerging trends, and successful case studies from around the world.

☑ **Training of local staff**

- Knowledge Sharing: One of the critical responsibilities involves imparting knowledge, skills, and experiences gained in the field of data science. This sharing should

aim to elevate the capabilities of the local team, improving their proficiency in handling data, analytics tools, and problem-solving within the data science domain.

Expected Results/Output

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

- Models that give new prognoses

- Increasing the knowledge of the local team

Required(Preferred) qualifications of WFK – Advisor/TPC

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

■ **Gender**

☐ **Male**　　☐ **Female**　　☑ **No preference**

■ **Educational Background**

☐ **Bachelor's Degree**　☑ **Master's Degree**　☐ **Doctor's Degree**

- Master Degree in Data Science

* **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***(Specify work experience required for the experts)*

- More than 10 years experience in related field

* **Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks**

☑ **Yes**　　☐ **No**

■ **Language : English**

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

- Excellent inter-personal and communication skills

- Teamwork skills

Description of the Workplace

■ **Location of the workplace**	It locates in city center, 5 minute walking distance from the nearest underground station. (sahil metro station)

■ **Information on the co-worker who will work closely with the WFK-Advisor**	- Full Name (Mr./Ms.) : Elchin Tarverdiyev
	
	- Position/Work area : Head of division
	
	- Tel/E-mail : (+994 12) 310 07 70 | 1408
	  etarverdiyev@its.gov.az
	
	- English Language Skill :
	  ☐ Basic ☑ Intermediate ☐ Advanced

■ **Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC** *(Please mark on the box)*	Items	Available	Not available
	Housing	☐	☑
	Transportation	☐	☑
	Others	☑ PC ☑ Printer ☑ Internet access ☑ Phone ☑ Air Conditioning ☑ Heater ☑ Desk ☑ Chair ☑ Bookshelf ☐ Others( )	

■ **Other information that may help the WFK-Advisor/TPC adapt to the local environment** *(Living conditions, weather, allowance, other comments, etc.)*	
■ **Photos** (if possible)	

* *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.*

20/12/2023
_____
(Date of filling out the form)

Nigar Bayramova
_____
(Name of the person in charge)

Deputy Chairman of Executive Board of
_____
(Position of the person)

_____
Signature with official stamp

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