

< 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	<i>E-Government</i>
■ Job Title	Specialist Information technology
■ Location, Country	<i>Lima, Peru</i>
■ Number of Expert	<i>1</i>
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : General Archive of the Nation - Requesting Department : Leadership - Office Name : Archival Policy Development Department	
■ 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 : <i>Eight hours</i>	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i>	
■ Tel/Fax/E-mail : <i>epena@agn.gob.pe</i>	
■ Duty Station : Lima	
■ Major activities of the Organization : <i>(Please list at least three)</i>	

- Strengthening the protection and access to the custodied documentary heritage for citizens and entities.

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

- Ensuring the safeguarding, protection, and dissemination of archival cultural assets for the benefit of citizens and entities.

- Enhance the protection and access to the safeguarded documentary heritage for citizens and entities.

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

Yes No

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

- Set up a pilot model for implementation of record management and *National Digital Archival Repository*

- Bring in good practices of record management and *National Digital Archival Repository*

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 :**

- Contribute to the preparation of the pre-investment study for the project titled 'Creation of the National Digital Archival Repository of the National Archive of the district of Lima'.

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

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

- Provide guidance on updating policies related to the creation, description, digitization, disposal, access control, and preservation of digital archive documents.

Technical support

- Participate in the definition of the physical, logical, processes, development, and scenario architecture, which are essential elements for the planning of the national archive repository of Peru.

Training of local staff

- Provide training to the entity's staff on the latest technological developments in the management and archiving of digital archive documents.

Expected Results/Output

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

- Investment pre-study of the project entitled 'Creation of the National Digital Archival Repository of the National Archive of the district of Lima.

- The architecture of the information system known as the 'National Archive Repository' must include the logical, development, process, physical, and scenario perspectives.

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

- ex) Bachelors Degree in Technology or Systems or Record Management Digital

-* **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)

- At least, 10 years of work experience in relevant area

- Minimum 4 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 :** in order to train and sensitize officials and staff of the National Archives System of Peru.

■ **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**

- 0 km from the capital city
- 1 hours by car (transportation)

■ **Information on the**

- Full Name (Mr./Ms.) : Nataly Bravo

