



## &lt;Attachment I&gt;

**JOB DESCRIPTION of World Friends Korea(WFK)-Advisor**

\* Please complete the form and mark on the box

General Information	
<b>■ Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i>	IT Security specialist
<b>■ Location, Country</b> <i>(eg : Vientiane, Laos)</i>	Amman - Jordan
<b>■ Duration</b>	<input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input type="checkbox"/> July 2017 ~ <input type="checkbox"/> August 2017 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> <i>Ministry of Information &amp; Communications Technology (MOICT)</i> <ul style="list-style-type: none"> <li>• <b>Requesting Department :</b> <i>Policies and Strategies Directorate</i></li> <li>• <b>Office Name :</b> <i>E-government Strategies Department</i></li> </ul>	
<b>■ Type of Organization</b> <ul style="list-style-type: none"> <li>1) <input checked="" type="checkbox"/> Government    <input type="checkbox"/> Public organization    <input type="checkbox"/> Public corporation</li> <li><input type="checkbox"/> Others :</li> </ul>	
<b>■ Working Day/Hours :</b> <i>Sunday – Thursday / 8:30 – 15:30</i>	
<b>■ Contact Person :</b> <i>Eng. Nada Khater</i>	
<b>■ Tel/Fax/E-mail :</b> <u>Nada.khater@MOICT.GOV.JO</u>	
<b>■ Office Location :</b> <i>at the Ministry of Information &amp; Communications Technology</i>	
<b>■ Major activities of the Organization</b> <i>(Please list at least three)</i> <ul style="list-style-type: none"> <li>- Creating the legal, institutional and commercial environment for a market that rewards innovation and yields products and services at affordable prices to consumers.</li> </ul>	



- Strengthening and championing the competitive position of the ICT sector domestically, regionally and internationally.
- Providing an example of good governance in its drive for efficiency, social inclusion and human resource development.
- Ensuring that ICT resources are exploited by Government entities in the most efficient way possible, consistent with best practices and free market principles.
- Increasing skill sets, confidence and work readiness amongst young Jordanians and expanding community understanding, application and use of ICT.
- Ensuring that the policies and legislation that govern the ICT sector are aligned with the global trends, developments and best practices through continuous research and on-the-ground surveys.
- Increasing the share of the communication, information technology and postal sectors in investments.
- Completing the broadband government network and sustaining it.
- Providing infrastructure, mutual services and all sorts of support for all government institutions in order to complete the shift towards E-Government.
- Launching, coordinating, and supporting initiatives in the field of communications and information technology.
- Institutionalizing and reinforcing the social responsibility culture
- Developing and motivating the efficiency of institutional performance.

■ **Major activities of the department where WFK - Advisor will be dispatched**

- Prepare, review & update the strategy & road map for e-government program & monitor its implementation.
- Participate in the development intermediate strategies originating from the main strategy of the e-government program and monitor its implementation.
- Ensure alliance of e-government program strategy with the overall strategy for the ICT sectors.
- Participate in the development of studies and reports related to e-transformation.

■ **Experience of working with WFK - Advisor**

☒ Yes    ☐ No

**■ If yes, please describe the tasks of WFK - Advisor**

- **Consultation on the development of a government data center.**

(Details) support for making plans for the sustainability of the data center, formulation of a Strategy for optimum usage of the data center for e- government applications; and training staff experts.

- **Consultation on the establishment of an e-government system**

(Details) Helping implement administrative services more efficiently via electronic operation of the work of administrative institutions, and utilizing information technology. E- Procurement automatic collection of charges, e-resident control, e-postal services, and the GPS system.

**Description of Tasks****■ The tasks to be undertaken by the WFK - Advisor will be:**

- **Summary :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*

- To provide strategic technical assistance to the Ministry of Information and Communication Technology to put a national IT security strategy.
- To achieve the global standards in the cyber security field since this matter is very important in the national security for Jordan.

**■ Main duty of WFK - Advisor (Please mark all that apply and type in detail)**☒ **Policy making and Strategic planning**

- Review and develop the old strategy (National Information Assurance and Cyber Security Strategy (NIACSS) 2012 Strategy).

☒ **Technical support**

- To provide technical advisors and exchange of experiences.

☐ **Training of local staff**☐ **Other**



**Expected Results/Output****■ Expected results/output of the tasks by the WFK - Advisor include:**

- Comprehensive IT Security strategy.

**Required(Preferred) qualifications of WFK - Advisor**

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

**■ Gender**

- ☐ Male      ☐ Female      ☒ No preference

**■ Educational Background**

- A Master University Academic degree in cyber security , Strategic planning or a ny academic degree in relevant field
- \* 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)*

- Expert with a minimum of 12 years of experience directly related to the scope of the required service.
- Strategic planning
- Experience in advising policy makers on international cyber security
- Knowledge in cyber space international practices, latest trends and standards
- \* Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks  
☒ Yes      ☐ No

**■ Language :**

- Excellent level of English is a must

**Reasons :**

financial arrangements to be provided by your organization for the WFK-Advisor (Please mark on the box)	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input type="checkbox"/> PC	<input checked="" type="checkbox"/> Printer
		<input checked="" type="checkbox"/> Internet access	<input checked="" type="checkbox"/> Phone
		<input type="checkbox"/> Others( )	
■ Other information that may help the WFK- Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)			

\* 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.

\_\_\_\_\_  
(Date of filling out the form)

\_\_\_\_\_  
(Name of the person in charge)



<b>■ Other Requirements</b> <i>(Identify desired skills or qualities for the task)</i>			
- Preferred to have a knowledge in Arabic Language since it is a dominant language (But not a requisite).			
<b>Description of the Workplace</b>			
<b>■ Location of the workplace</b>	- _____ (in the capital city) _____ Km from the capital city - _____ hours by _____ (transportation)		
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name (Mr./Ms.) : Eng. Nada Khater - Position/Work area : Head of E-Government Strategies Department - Tel/E-mail : <u>Nada.khater@MOICT.GOV.JO</u> - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced		
<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor</b> <i>(Please mark on the box)</i>	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Others( _____ )	<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone
<b>■ Other information that may help the WFK-Advisor adapt to the local environment</b> <i>(Living conditions, weather, allowance, etc.)</i>			

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\_\_\_\_\_  
(Date of filling out the form)

\_\_\_\_\_  
(Name of the person in charge)



Job Description



(Position of the person)

Signature with official stamp

Eng. Nader Thneibat  
Secretary General