



Job Description



<Attachment 1>

JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

* Please complete the form and mark on the box.

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	Investment Promotion
■ Location, Country <i>(eg : Vientiane, Laos)</i>	Amman -Jordan
■ Duration	<input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> July 2017 ~ <input type="checkbox"/> August 2017 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Information & Communications Technology (MOICT)</i> - Requesting Department : <i>Investment and Promotion Directorate</i> - Office Name : <i>Investment Department</i>	
■ Type of Organization 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours : <i>Sunday – Thursday / 8:30 – 15:30</i>	
■ Contact Person : <i>Liza Habashneh</i>	
■ Tel/Fax/E-mail : <i>liza.habashneh@moict.gov.jo</i>	
■ Office Location : <i>at the Ministry of Information & Communications Technology</i>	
■ Major activities of the Organization - 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.	



Job Description



- Increasing the share of the communication, information technology and postal sectors in investments.
- 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

- Enabling the investment environment for the ICT sector.
- Encouraging domestic and foreign investment to direct investments in IT communications.
- Follow-up of international agreements and e-initiatives.
- Dealing with and building relationships with the private sector, donors and the international community in a real and effective partnership.
- Preparing studies and taking the necessary measures to improve the investment environment in the ICT sector.

■ Experience of working with WFK - Advisor

Yes No

■ If yes, please describe the tasks of WFK - Advisor**Description of Tasks****■ The tasks to be undertaken by the WFK - Advisor will be:**

- Summary : Providing the department with a strategy and an action plan to promote domestic and foreign investment, specifically in Jordanian's ICT sector.



Job Description



■ **Main duty of WFK - Advisor** *(Please mark all that apply and type in detail)*

Policy making and Strategic planning

- Studying the current policies to provide a consultation and optimize them.
- Provide with an updated strategic plan.

Technical support

- Provide the department with an action plan.
- Exchange of experience.

Training of local staff

- Provide training on the implementation of the strategic action plan.

Other

-
-

Expected Results/Output

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

- provide the department with new strategy and detailed action plan document.

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**

- Master degree or equivalent in the related topic.

* **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 5 years of work experience in relevant area.
- Minimum 2 years of professional experience in developing countries and



Job Description



internationally.

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

Yes No

■ **Language : very good English**

- **Reasons :**

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

- **Preferred to have a knowledge in Arabic Language since it is a dominant language (But not a requisite).**

Description of the Workplace

<p>■ Location of the workplace</p>	<p>- <u>in the capital city(Amman)</u> Km from the capital city - _____ hours by _____ (transportation)</p>		
<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>	<p>- Full Name (Mr./Ms.) : Liza Habashneh - Position/Work area : E-Initiatives section Head, Deputy section Head. - Tel/E-mail : liza.habashneh@moict.gov.jo - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced</p>		
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor (Please mark on the box)</p>	<p>Items</p>	<p>Available</p>	<p>Not available</p>
	<p>Housing</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Transportation</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Others</p>	<p><input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Others()</p>	<p><input checked="" type="checkbox"/> Printer <input type="checkbox"/> Phone</p>
<p>■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)</p>	<p></p>		



Job Description



** 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.*

May 14th 2017
(Date of filling out the form)

Eng. Nader Thneibat
Secretary General
(Name of the person in charge)

Secretary General
(Position of the person)

Signature with official stamp