



Job Description



<Attachment 1>

## 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>	E-Government specialist
<b>■ Location, Country</b> <i>(eg : Vientiane, Laos)</i>	Bucaramanga, Colombia
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> Government of Santander - <b>Requesting Department :</b> Information and Communication Technologies Secretariat - <b>Office Name :</b> SETIC	
<b>■ Type of Organization</b> 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
<b>■ Working Day/Hours :</b> Monday to Friday	
<b>■ Contact Person :</b> (Please nominate someone from your organization who will be responsible for the work of Korean experts) Ms. Maria Juliana García Duran	
<b>■ Tel/Fax/E-mail :</b> 6339666 ext 1732 / ca.mgarcia@santander.gov.co	
<b>■ Office Location :</b> Government of Santander, Calle 37 No. 10-30 Bucaramanga, Information System	
<b>■ Major activities of the Organization</b> (Please list at least three)	



## Job Description



-To fulfill functions and to provide national services, or to coordinate their fulfillment and provision, under the conditions foreseen by the delegations that they receive and the contracts or agreements concluded for that purpose.

-Promote and execute, in compliance with the respective national and departmental plans and programs, economic activities that are of interest to its development and the well-being of its inhabitants.

-Provide administrative, technical and financial assistance to municipalities, promote their development and exercise over them the protection that the laws indicate.

-To fulfill the other administrative functions and to render the services that the Constitution and the laws indicate them.

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

-Support in a firm and direct way the development of Santander by promoting the productivity of natural and legal persons and private and public institutions, based on the promotion and implementation of the use of ICT in all areas of the region.

- To design, formulate, adopt and promote the policies, plans, programs and projects of the ICT sector, in accordance with the National provisions and the law, in order to contribute to the economic, social and political development of the Department.

-To promote research and innovation that leads to technological developments, increases in productivity, dynamization of markets and improvement of socio-economic conditions, creating incentives for this purpose.

-Generate mechanisms of collaboration and transfer of knowledge and seek a benchmark comparison with universities, companies and other instances that stand out at a global level in the field of information technologies in order to permeate this knowledge in the services offered by the Governor of Santander.

### ■ Experience of working with WFK - Advisor

☐ Yes    ☒ No

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

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**Description of Tasks \***



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### ■ 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)*
- The general objectives of the WFA tasks are to support and train local staff in the implementation of government services and application development for interaction with people.
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### ■ Main duty of WFK - Advisor *(Please mark all that apply and type in detail)*

#### ☒ Policy making and Strategic planning

- To realize meetings with staff to strengthen government policies online.
- To Establish a mechanism that defines and reinforces the actions of the ICT secretary in the interaction with citizens.
- To advice on the development of government policies in the area of citizen support technologies.

#### ☒ Technical support

- To provide technical advice and exchange of experiences
- To Develop operational manuals for the management of government applications

#### ☒ Training of local staff

- To develop staff skills on e-government application development
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#### ☐ Other

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### Expected Results/Output

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

- A strategy on e-government for *Government of Santander*
- A Creation of a policy manual on e-government application development
- A team trained in e-government application development



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### 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**

- *(eg. Bachelors Degree in Agricultural Economics)*
- **Master's degree or equivalent in Software Engineering**
  - \* **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, 3 years of work experience in relevant area
- Minimum 2 years of professional experience in developing applications and work with e-government.

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- \* **Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks**  
☒ Yes      ☐ No

■ **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 qualities for the task)*

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

### Description of the Workplace



## Job Description



<b>■ Location of the workplace</b>	- <u>1</u> Km from the capital city - <u>0.2</u> hours by <u>car</u> (transportation)		
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name (Mr./Ms.) : Mr. Jose Fabian Diaz Silva - Position/Work area : Engineer programmer / <i>Information and Communications Technologies Secretariat</i> - Tel/E-mail : 633 96 66/ <a href="mailto:cjdiaz@santander.gov.co">cjdiaz@santander.gov.co</a> - English Language Skill : <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input 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 checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Others(Desk)	
<b>■ Other information that may help the WFK-Advisor adapt to the local environment</b> <i>(Living conditions, weather, allowance, etc.)</i>	The city of Bucaramanga, in the department of Santander, has a tropical weather. It is a city located under three large hills at almost 1000 meters above sea level.		

\* 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 19, 2017

(Date of filling out the form)

Herman Ramírez Gómez

(Name of the person in charge)

ICT Secretary

(Position of the person)

Signature with official stamp