



General Information

■ **Job Title** *The job title must accurately describe the job to be performed by the expert*

- Security Information System Adviser

■ **Location, Country**
(eg. : Vientiane, Laos)

Alajuela, Costa Rica

■ **Duration**

☐ 6 months ☒ 12 months

■ **Expected Starting Date**

January, 2018.

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 be doing)*

- Develop the university information security unit taking into account the institutional needs.
- Define strategies for the safeguarding, monitoring and surveillance of information security.
- Establish the guidelines of Information Security according to the interests and institutional needs.

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

☒ **Policy making and Strategic planning**

- Policy development and implementation
- Processes design
- Forms design

☐ **Technical support**

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☒ **Training of local staff**

- Understanding and analysis of security processes
- Understanding and analysis of the institutional information security environment



- Capacitation plan to users

☐ Other

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Background and Justification

■ Background: General aspects that give rise to the request of the WFK – Advisor

- Interest for to best process of implementation of the security information system.
- Organizational and technological conditions according to the proposed project.
- Proposal of action and implementation in line with the reality of the country and the institution, high-level and transversal impact.

■ Justification: Justify how the program WFK – Advisor contributes to problem solving or improve the current situation

- At the moment there are no specialized personnel in the area of information security.
- An expert advisor on the subject would bring intangible benefits of high impact in the Information Technology Management Division.
- Organizational interests in technology would benefit.

Expected Results/Output

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

- Processes design related to information security
- Information Security Organization, interest groups, levels of authority, roles and responsibilities.
- Documentary backyp of the information security unit.

Table N° 1 WFK-Advisor Program Execution Matrix

WFK-ADVISOR PROGRAM RESULTS:	PRODUCTS “deliverables”	ACTIVITIES (clearly state the activities that will take take place in order to accomplish the result)				
		Type and subject of the activity	Places where the activities will take place	Number of participants	START (DD/MM/Y Y)	END (DD/MM/Y Y)
1) Improvement	Proposal for improvement to decidal	1.1 Analysis and documental process.	1.1 Office	1.1 Two	05/01/2018	05/03/2018



of the institutional information security framework	framework.					
	Documents of proposal.	1.2 Elaborate documents on colaboration with the human equip of the office.	1.2 Office	1.2 Five	05/03/2018	05/05/2018
	Proposal for improvement to framework on job.	1.3 Analysis and documental process.	1.3 Office	1.3 Two	05/05/2018	05/07/2018
	Documents of proposal.	1.4 Elaborate documents on colaboration with the human equip of the office.	1.4 Office	1.4 Five	05/07/2018	05/09/2018
	Proposal and development of institutional capacitation en the thematic.	1.5 Elaborate documents on colaboration with the human equip of the office.	1.5 Office	1.5 Five	05/09/2018	15/12/2018
	Support in the training process.	1.6 Participate with human equip of the office in capacitation process.	1.6 Office	1.6 Five	05/10/2018	05/12/2018

Required(Preferred) qualifications of WFK - Advisor

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

■ Gender: ☒ No preference

■ Educational Background

- Bachelor or Master Degree or Specialist in Information Security System

* 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)*

- Information Security Officer



- Information Security Planning
- Information Security Auditor Senior

* **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*)

- Information Security System domain
- International standards of Information Security - ISO 27001-27002 and others (Cobit, ITIL, etc).

Description of the Workplace

■ Location of the workplace	<ul style="list-style-type: none"> - <u>20</u> Km from the capital city - <u>01</u> hours by <u>public</u> (transportation) 		
■ Information of the co-worker who will work closely with the WFK-Advisor	<ul style="list-style-type: none"> - Full Name (Mr./Ms.): Luis Guillermo Alvarado Quesada - Position/Work area: IT Planification - Tel/E-mail: 2435-5000 ext. 1031 - English Language Skill: <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced 		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor (<i>Please mark on the box</i>)	Items	Available	Not available
	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"/> Internet access <input type="checkbox"/> Others ()	<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone



■ Other information that may help the WFK Advisor adapt to the local environment (*Living conditions, weather, allowance, etc.*)

It's a location with warm weather (22° C – 30° C all year) and rainiest (may to november). Commercial zone near. Don't have problems to find the necessary to live. Public transport system (bus, taxi). However, the university infrastructure are 1 km to town center.

Annex: General budget table in US dollars

It is necessary to quantify the approximate cost of the WFK-Advisor Program, to assess the resources of the requesting organization (buildings, communications, local transportation, per diem, etc.), as well as those resources from KOICA (cost of living, labor, technical assistance, air tickets, etc.).

Activities	Expenses	Requesting organization contribution (US\$)	KOICA's contribution (US\$)	Total Amount (US\$)
WFK Advisor Program	Air tickets	0	\$ 2,000	
	Allowance (food, etc)	0	\$ 8,400	
	Housing	0	\$ 12,000	
	Labor	0	\$ 25,200	
	Materials	0		
	Local transportation		\$ 2,400	
	Per Diem			
	Others			
Total		\$ 0.0	\$ 50,000	\$ 50,000

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.

17/February/2017

Date of filling out the form



Jairo Bonilla Castro

Name of the person in charge



Director de Gestión de TI

Position of the person

Signature with official stamp