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** *The job title must accurately describe the job to be performed by the expert*	**Regional Development Specialist** 1. Advisory services for forecasts and assessment of socio-economic development 2. Consultations on the unified policy of integrated regional development 3. Consultations on the long-term scenarios for sustainable development 4. Support officials in charge of regional development for upgrading essential skills.
■ **Location, Country** *(eg :. Vientiane, Laos)*	Kenya
■ **Duration**	□ **6 months** ▌**12 months**
■ **Expected Starting Date**	□ **November 2016 ~** □ **December 2016 ~** ▌**No preference**

Detailed information of the requesting organization

■ **Organization Name :** *Ministry of Devolution and Planning*

- **Requesting Department :** *State Department for Planning and Statistics*
- **Office Name : Regional Development Authorities Directorate**

■ **Type of Organization**

1) ▌**Government** □ **Public organization** □ **Public corporation**

□ **Others :**

■ **Working Day/Hours : Monday - Friday 08:00 Hrs to 17:00 Hrs**

■ **Contact Person :** *(Principal Secretary State Department For Planning and Statistics)*

■ Tel/Fax/E-mail : Telephone: 2252299
Fax: 2218475
Email:psplanning@devolutionplanning.go.ke

Job Description

■ **Office Location : National Treasury Building Harambee Avenue 10th Floor**

■ **Major activities of the Organization***(Please list at least three)*

- Coordination of regional development authorities
- Coordination of implementation of Sustainable Development Goals (SDGs)
-National and Sectoral development planning
-National Statistics Management
-Monitoring and evaluation of economic trends

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

1. Undertake Implementation of the national multi-sectoral and basin-wide development projects and programs.
2. Develop basin-wide Integrated Development Plans anchored on National Development blue prints.
3. Undertake strategic National government programs and public investments.
4. Advise both National and county governments on policy interventions on sustainable utilization and management of Basin based natural resources.
5. Carry out such other function as may be assigned to it by the Act, and any other written law.

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

☐ **Yes** ■ **No**

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

-N/A

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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)*
- Review Regional Development Authorities Policy.
- Review Public Private Partnerships (PPPs) Proposals and concept notes.
- Review Feasibility studies.
-Assist in development of an Integrated development plans.

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

Policy making and Strategic planning

-Development of a unified regional development authorities policy

-Development of a strategic plan

Technical support

- Conflict resolutions
- Review of feasibility studies
-Review of Public Private Partnerships proposals

Training of local staff

- Training staff on Project management cycle
-Training staff on monitoring and evaluation of projects and programmes
-Training staff on Public private Partnerships engagements

☐ **Other**

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Expected Results/Output

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

- A Unified Regional Development Authorities policy
- A strategic Plan for RDAs
- Number of officers trained

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**

-*PhD holder in Regional Development*

- *Phd holder in Economics*

* **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)*

-10 Years+ Experience in Regional Development Authorities Advisory Services

-10 Years+ Experience in Economic Advisory Services

* **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 : N/A**

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

- Financial Management Skills
- Economic Modelling Skills
- Capacity Building Skills

Description of the Workplace

■ **Location of the workplace**	- 0 Km from the capital city - _____ hours by _____(transportation)		
■ **Information on the co-worker who will work closely with the WFK-Advisor**	- Full Name (Mr./Ms.) : Richard Owen Mwarema - Position/Work area :Chief Economist - Tel/E-mail : +254711669292 Email:mwaremaro@gmail.com - English Language Skill : □ Basic ■ Intermediate □ Advanced		
■ **Administrative and financial arrangements to be provided by your organization for the WFK-Advisor** *(Please mark on the box)*	**Items**	**Available**	**Not available**
	Housing	□	■
	Transportation	□	■
	Others	■ PC ■ Printer ■ Internet access ■ Phone □ Others( )	
■ **Other information that may help the WFK-Advisor adapt to the local**	Favorable tropical climatic conditions with temperatures ranging between 16^{0}C in July and 28^{0}C between December and March The government will not provide any allowance.		

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.*

09.01.2017

(Date of filling out the form)

Richard Owen Mwarema

(Name of the person in charge)

Head of Regional development Authorities Unit

(Position of the person)

For: Principal Secretary
Ministry of Devolution & Planning
State Department of Planning & Statistics
P.O. Box 30005 - 00100,
Nairobi

Signature with official stamp