



<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>	RESEARCH /STATISTICS/ DATA ANALYST MANAGER
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	ACCRA, GHANA
■ Duration	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2018 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name: MINISTRY OF WORKS AND HOUSING - Requesting Department: RESEARCH, STATISTICS AND INFORMATION MANAGEMENT (RSIM) - Office Name: RESEARCH, STATISTICS AND INFORMATION MANAGEMENT	
■ Type of Organization 1) <input type="checkbox"/> <u>Government</u> <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours: MONDAYS – FRIDAYS, 8AM – 5PM	
■ Contact Person : MS. ALBERTA SIAW. KWARKO	
■ Tel/Fax/E-mail : akwarko@yahoo.com	
■ Office Location : MINISTRY OF WORKS AND HOUSING OFFICE BUILDING	
■ Major activities of the Organization (Please list at least three) - Responsible for initiation and formulating of policies - Facilitate the implementation of projects, programmes and plans of the sector - Co-ordinate. Monitor and evaluate the efficiency and effectiveness of the performance of the sector	



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

- Conduct Research, undertake survey and impact assessment on projects and programmes of the sector
- Provides the needed input for policy formulation and decision making through collection, and analysis of both primary and secondary data, operational research and documentation.
- Responsible for the management of Information, Communication Technology of the sector
 - The Directorate also projects the image of the Ministry by disseminating information on Housing and Works and other Key programmes and activities of the Ministry.

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

- ☐ **Yes** ☐ **No**

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

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Description of Tasks *

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

- **Summary: the overall objective will be to** lead the design and implementation of appropriate research methodologies across the Sector to ensure the quality and integrity of Sector data and statistics and build staff capacity

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

☐ **Policy making and Strategic planning**

- Work closely with the Departments and Agencies under the Ministry and relevant public and private research institutions to ensure that applied research findings provide data for compilation and regular update;

☐ **Technical support**

- Facilitate the establishment of sector-wide research and information networks to enhance the Ministry's policy processes;
- Ensure that effective database systems and processes are established to integrate research, statistics and information management outputs to enhance policy development and decision-making for the sector;
- Prepare guidelines for conducting research collecting statistical data and creating an effective



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database management systems and processes for the Sector;

- Design appropriate monitoring and analytical frameworks/questionnaires to gather and update research and statistical information;

☐ **Training of local staff**

- Plan and prepare staff development and training schemes as well as budget for and implement same for the staff of the Directorate.

☐ **Other**

- Identify gaps in the sector research statistics and information management analysis and recommend areas where in-depths research studies are needed;

Expected Results/Output

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

- A well-established sector-wide research and information network system.
- Guidelines for conducting research and collecting statistical data.
- An effective database management system.
- A framework for monitoring and analysing questionnaires to gather and update research and statistical information.
- Build staff capacity in research, statistics, data collection and analysis

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**

- *Masters Degree or above in Mathematics, Statistics, 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)*

- A minimum of 12 years working experience, three (3) years of which must have been at the Middle Management Level in the Public Service.

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



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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)

- Knowledge of government and the Ministry's strategic and business directions, and decision making processes and programmes
- Knowledge in the conduct of research, data analysis and interpretation
- Leadership, Networking, Monitoring and Management Skills.
- Communication, Interpersonal and Presentation Skills
- Skills in Information, Communication Technology

Description of the Workplace

■ Location of the workplace

- _____ in the capital city _____ 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.) : ALBERTA SIAW. KWARKO
- Position/Work area : DIRECTOR, RSIM
- Tel/E-mail : akwarko@yahoo.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	<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



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environment (Living conditions, weather, allowance, etc.)	
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** 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.*

11TH MAY, 2017

(Date of filling out the form)

MS. ALBERTA SIAW KWARKO

(Name of the person in charge)

DIRECTOR

(Position of the person)

Signature with official stamp