



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>	Energy Policy
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Bolivia, La Paz
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> July 2017 ~ <input type="checkbox"/> December 2017 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name: <i>ex) Ministry of Energy (MEN)</i> - Requesting Department: <i>ex) Vice minister of electricity and renewable energies</i> - Office Name: <i>General Direction of Electricity</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: 8:30 am to 12:30pm and 14:30pm to 18:30pm	
■ Contact Person: <i>Eng. Sergio Daniel Villegas Alvarez</i>	
■ Tel/Fax/E-mail: +591-70394646 / sergio.villegas@minenerbias.gob.bo	
■ Office Location: Av. 16 de julio, Tower Herrmann, Floor 15, La Paz, Bolivia	
■ Major activities of the Organization <i>(Please list at least three)</i> - Planning the integral development of the energy sector and develop strategies in order to achieve the energy policy of the country. - Make policies in order to develop projects in generation, transmission and distribution in favour to cover the inner demand in the short, mid and long term, additionally generate exceeds for exportation.	



Job Description



- Establish policies in order to define prices for the internal and external markets.
- Evaluation and monitoring of electrical projects.

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

- Planning the Bolivian electrical sector in the short, mid and long term.
- Analysis the evolution of the Bolivian internal demand.
- Energy efficiency.
- Project managing (generation, transmission, distribution).

■ 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:** We are looking for some expert that help us to improve the procedures we use currently in the 4 points quoted above.
- Planning the Bolivian electrical sector in the short, mid and long term.
- Analysis the evolution of the Bolivian internal demand.
- Energy efficiency
- Project managing (generation, transmission, distribution)

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

☒ Policy making and Strategic planning

- Develop procedures to improve the way electrical projects are executed in Bolivia.
- Develop procedures to improve the electrical demand analysis and with that information develop a program for exportation hose energy exceeds.

☐ Technical support

-

☐ Training of local staff

-

☐ Other

-



Expected Results/Output

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

- Elaborate a guide that allow us to implement it in the 4th main duties that expert will work.
- Knowledge transfer to keep improving the procedures we use in these organization

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)*
- Electrical engineer with knowledge in project managing, or with experience in development in generation, transmission projects.

* **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)*

- Project Manager (would better in electrical projects)
- Knowledge and how to develop and monitoring electrical projects (generation, transmission)

* **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:**

The English language is ok, however, would be really helpful if the experts knows a little of Spanish.

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

- Excellent inter-personal and communications skills

Description of the Workplace



Job Description



■ Location of the workplace	- 0 Km from the capital city - 0 hours by 0 (transportation) (The workplace will be in the main office of this Vice minister)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Eng. José Bismar Canelas Revollo - Position/Work area : Director General for Electricity - Tel/E-mail : +591-69798983 / bismar.canelas@minenergias.gob.bo - 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 (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 environment (Living conditions, weather, allowance, etc.)	La Paz city has a height of 3600 meters above sea level. November is the hottest month in La Paz with an average temperature of 9°C (48°F) and the coldest is June at 5°C (41°F) with the most daily sunshine hours at 9 in August. The wettest month is January with an average of 130mm of rain.		

* 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.

2017/05/22

(Date of filling out the form)

Eng. Bismar Canelas

(Name of the person in charge)

Director General for Electricity

(Position of the person)

Signature with official stamp

Ing. Bismar Canelas Revollo
 DIRECTOR GENERAL DE ELECTRICIDAD
 MINISTERIO DE ENERGÍAS