



## &lt;Attachment 1&gt;

**JOB DESCRIPTION of World Friends Korea (WFK)-Advisor**

※ Please complete the form and mark on the box.

| General Information   |   |
|---|---|
| <b>■ Job Title</b><br><i>The job title must accurately describe the job to be performed by the expert</i>   | Expert in International Trade   |
| <b>■ Location, Country</b><br><i>(eg : Vientiane, Laos)</i>   | La Paz - Bolivia  |
| <b>■ Duration</b>   | <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months |
| <b>■ Expected Starting Date</b>   | May 24, 2017  |
| Detailed information of the requesting organization   |   |
| <b>■ Organization Name :</b><br><div style="text-align: right;">Ministry of Hydrocarbons</div><br><b>- Requesting Department :</b><br>Vice Ministry of Industrialization, Commercialization, Transport and Storage of Hydrocarbons  |   |
| <b>■ Type of Organization</b><br>1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation<br><input type="checkbox"/> Others :  |   |
| <b>■ Contact Person :</b> <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i><br><div style="text-align: right;">Humberto Salinas Gutiérrez</div>  |   |
| <b>■ Tel/Fax/E-mail :</b> /<br><div style="text-align: right;">           Tel (591) 2- 2145118<br/>           Cel. (591) 70681860<br/>           Fax (591) 2-2141307<br/> <a href="mailto:hsalinas@hidrocarburos.gob.bo">hsalinas@hidrocarburos.gob.bo</a> </div>                           |   |
| <b>■ Office Location :</b><br><div style="text-align: right;">           Ministry of Hydrocarbons<br/>           La Paz Communications Center<br/>           Floor 12<br/>           Phone 2374050 AL 53<br/> <a href="http://www.hidrocarburos.gob.bo">www.hidrocarburos.gob.bo</a> </div> |   |

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

- Propose the integral planning of the hydrocarbons sector in the medium and long term.
- Coordinate with the Vice Ministries and institutions of the sector the activities related to the hydrocarbon and environmental policy.
- Propose the bases and methodology for the country's hydrocarbon planning in coordination with the vice ministries and dependent entities and under the tuition of the ministry.
- Formulate and evaluate the country's hydrocarbon policy, ensuring the efficient use of our resources.
- Propose, formulate and implement strategies for regional hydrocarbon integration.
- Implement, develop and manage the information system of the hydrocarbon sector and keep up-to-date the statistical information of the sector.
- Formulate and ensure compliance with the environmental policy and regulations of the hydrocarbons sector.
- Manage the development of energy balance.
- Coordinate international trade and market relations with industry entities and their counterparts in third countries.
- Ensure and supervise the correct application of the regulatory framework in force in the hydrocarbon sector.

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

- Plan, formulate, propose and evaluate development policies in the area of industrialization, refining, marketing, transport logistics, storage and distribution of hydrocarbons and their derivatives, respecting the sovereignty of the country.
- Propose policies in the area of natural gas industrialization, through Plants for Extraction of Liquids, Petrochemical Plants and others for the generation of added value.
- Propose policies in the area of natural gas industrialization, to create the conditions that favor competitiveness in the domestic and international market.



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- Propose regulations and technical instructions for the development of productive activities and services in the sector, with emphasis on those that generate greater added value
- Design incentive programs for the use and commercialization of natural gas in the domestic market, within the framework of the country's Energy Policy. To increase the use of natural gas.
- Formulate and establish regulations and quality specifications for liquid fuels and natural gas.
- Assist in the research, analysis and studies related to the sector, contributing to the improvement of the processes of sectoral planning and management of the hydrocarbon policy.

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

☒ Yes      ☐ No

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

Mr. Cho, Advice on approval of the petrochemical project, NIPA.

### 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)*

- One of the main policies of the Bolivian State is the industrialization of its hydrocarbons, so it is necessary that the personnel of the Ministry of Hydrocarbons receive advice from international experts with experience in marketing and price chain.
- As the new hydrocarbon industrialization activity in Bolivia, there is no experience in the commercialization of products obtained from industrialization.

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

- Advise the technical team of the Ministry of Hydrocarbons, in the sector of governance, subsector Trade facilitation Policy and Mid-and Long-Term Development Strategies.





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- Provide advice to the staff of the General Directorate of Industrialization and Refining in the formulation of marketing strategies.

### Expected Results/Output

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

- Standards relating to international trade
- International Trading Policies
- Provide expert advice to staff.
- Train the personnel of the Ministry of Hydrocarbons, National Oil Agency (ANH), Yacimientos Petrolíferos Fiscales Bolivianos (YPFB) and Bolivian Company of Hydrocarbons Industrialization (EBIH).

### 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)

Expert in International Trade in petrochemical products.

\* 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)*

Working in the area of international trade policy-making

To have experience in the processes of commercialization of products derived from Petrochemicals (Urea, DAP, NPK, Polyethylene and Polypropylene).

Have experience in the development of medium and long term policies in the sector Commercial.



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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 or Spanish

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons : Spanish is the official language of Bolivia

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

Spanish is the official language of Bolivia.

## 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.) : Humberto Salinas Gutierrez
- Position/Work area : Vice Minister of Industrialization, Commercialization, Transport and Storage of Hydrocarbons
- Tel/E-mail : hsalinas@hidrocarburos.gob.bo
- English Language Skill : Inglés.

☐ 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<br><input checked="" type="checkbox"/> Internet access | <input checked="" type="checkbox"/> Printer<br><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, seat of government and administrative capital of Bolivia, is the most cosmopolitan city in the country.

Located at 3600 meters above sea level.

The climate of the city is mountain with extreme conditions throughout the year. The annual average is 10 ° C. January is the wettest month of the year. The rains are concentrated seasonally from December to April. On average the warmest month is November while the coldest month is July.



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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.*

24/05/2017

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(Date of filling out the form)

Oscar Javier Barriga Arteaga

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(Name of the person in charge)

Vice Minister of Industrialization,  
Commercialization, Transport and  
Storage of Hydrocarbons

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(Position of the person)

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Signature with official stamp