<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*	E-government Senior Consultant and Open Software Specialist
■ **Location, Country** *(eg :. Vientiane, Laos)*	Tashkent city, Uzbekistan
■ **Duration**	□ **6 months** ☑ **12 months**
■ **Expected Starting Date**	☑ **July 2017 ~** □ **December 2017 ~** □ **No preference**

Detailed information of the requesting organization

■ **Organization Name :** *"Electronic Government" system development Centre under Ministry for development of Information Technologies and Communications of the Republic of Uzbekistan*

Requesting Department : *Strategic Planning and Forecasting Department*

E-Government Information Systems Development Department

- **Office Name :**

■ **Type of Organization**

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

    □ **Others :**

■ **Working Day/Hours : from Monday to Friday, 9am - 6pm**

■ **Contact Person :** *Mr. Akmal Mamatov- Head of International Cooperation division,*

Zilola Abdugafurova- Chief specialist of international cooperation division

■ **Tel/Fax/E-mail : (+99871)2305842, a.mamatov@egov.uz, z.abdugafurova@egov.uz**

■ **Office Location : 30, Oybek kuchasi, 100015, Tashkent, Uzbekistan**

■ **Major activities of the Organization***(Please list at least three)*
- Developing strategic directions for further development and improvement of "Electronic government" system on the basis of the analysis and research o1-global trends and the

experience of foreign countries;

- Providing a single technological approach on formation of Electronic government system, which provides a consistent mechanism design, development and integration of information systems, information resources
and databases used in government organization, the organization of normative-methodical support of projects of "Electronic government";

- Arranging of a systemic reorganization of functional and operational processes of government authorities activity, preparation of proposals on optimization, improvement and implementation of innovative mechanisms for managing business processes associated with the provision of public services;

- Conducting target analysis and preparation of proposals on improvement of the existing legal framework for the effective implementation of the "Electronic government" system;

- Conducting systematic monitoring and evaluation of the implementation and development of information and communication technologies, including the study on the effectiveness of implementation of information systems and resources, conducting system of rating on the implementation effectiveness of information and communication technologies in the activities of state bodies within "e-Government" system;

- Developing a method for determining the key performance indicators of the effectiveness of the provision and use of online government services, the target indicators and implementation indicators of projects within the "Electronic government" system.

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

- **Strategy policy guidance for e-Government system development**

- **Facilitations and coordination of e-Government projects implementation**

- **Providing standard methodology in e-Government system development**

- **Supporting Open Software Technologies of implementing IT projects**

- **e-Government legislation and regulatory framework recommendations**

- **Monitoring and evaluation of IT projects in the public organizations**

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

☑ **Yes**   ☐ **No**

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

- Providing technical advises and experiences to improve the area of e-Government;

- Strategy policy guidance for e-Government system development;

- Facilitations and coordination of e-Government projects implementation.

- Consulting in the field of interactive public services.

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*)

- **The expert will be working with IT specialists on how to improve e-Government system**

and will provide the national standard guidelines and methodologies for integrated information systems and organize seminar, workshops based on Open Software technologies

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

☐ **Policy making and Strategic planning**

- Planning and design the new projects of e-Government

☐ **Technical support**

-Providing technical advisories and experiences for Open Software

-Supporting the development of standard guidelines for e-Government project management and audit

-Consulting IT technologies for interactive public services and spatial DBMS

-Educating knowledge and experiences on Cloud, Big data and IOT etc.

☐ **Training of local staff**

-Organize seminars, conferences and workshops on Open Software for enhancing national specialists

-Developing skills of related staff in e-Government project management and audit

☐ **Other**

Expected Results/Output

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

- Advisor will make effort in consulting in area of e-Government systems and will make various training for local staffs

Required(Preferred) qualifications of WFK - Advisor

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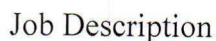
■ **Gender**

☐ **Male**   ☐ **Female**   ☑ **No preference**

■ **Educational Background**

- Advanced university degree in IT related field (Basic Science, Computer engineering, Telecommunication Engineering, Software engineering, Electronic Engineering)

*   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)*

 - **At least, 15 years of work experience in relevant area**

  * **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)*

 - **Excellent inter-personal and communication skills**

 - **Strong project management skills, writing written communication and public speaking skills**

 - **Knowledge of Russian is an advantage, but not a requisite**

Description of the Workplace

■ **Location of the workplace**	- _____5_____ Km from the capital city - _____0.2_____ hours by _____(transportation)
■ **Information on the co-worker who will work closely with the WFK-Advisor**	- Full Name (Mr./<u>Ms</u>.) : **Zilola Abdugafurova** - Position/Work area : ***Chief sprecialist of international cooperation division*** - Tel/E-mail : z.abdugafurova@egov.uz - 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 ☑ Internet access □ Others (	☑ Printer ☑ Phone)

Job Description

■ **Other information that may help the WFK-Advisor adapt to the local 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.*

30.12.2016
_____
(Date of filling out the form)

Sherzod Khabibullaev
_____
(Name of the person in charge)

Director
_____
(Position of the person)

_____
Signature with official stamp