



## Job Description



<Attachment 1>

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

General Information	
<b>■ Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i>	<b>Project Advisor to develop an architecture of integrated information system enabling interoperability between principal actors in Colombian healthcare system.</b>
<b>■ Location, Country</b>	<b>Bogota, Republic of Colombia</b>
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<b>June 2017 (the sooner, the better)</b>
Detailed information of the requesting organization	
<b>■ Organization Name: Ministry of Health and Social Protection</b>  - <b>Requesting Department:</b> Administrator of the Resources of the General System of Social Security in Health -ADRES - <b>Office Name:</b> Office of the General Director of the Administrator of the Fund for General System of Social Security for Health (ADRES)  <b>■ Type of Organization</b> 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :  <b>■ Working Day/Hours:</b> Monday – Friday from 8 to 5 p.m.  <b>■ Contact Person :</b> <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> Ms. Ana Maria Lara Advisor Cooperation and International Affairs Ministry of Health and Social Protection Bogota, Republic of Colombia  <b>■ Tel/Fax/E-mail :</b> Tel: +(57-1) 330 5000 Ext. 1374; Mobile: +(57) 315 381 0633; Email <a href="mailto:alaras@Minsalud.gov.co">alaras@Minsalud.gov.co</a>  <b>■ Office Location :</b> Bogota, Republic of Colombia	



## Job Description



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

- To establish overall health and social protection policy.
- To conduct and evaluate projects to improve health outcomes.
- To manage resources in order to maintain and promote the financial sustainability of health and social protection system.
- To develop and manage the information system of the health and social protection sector.
- To manage information system in health

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

The functions of the Administrator of the Resources of the General System of Social Security in Health -ADRES are the following (decree 1429, 2016):

- To administrate the resources of the System.
- To administrate the resources of the Salvage and Guarantees Fund for the Health Sector (FONSAET)
- To perform the recognition and payment of the Capitation Payment Units and other resources of mandatory health insurance, in accordance with the regulations issued by the National Government or the Ministry of Health and Social Protection, within the framework of their competencies.
- To Make payments, make direct payments to health service providers and providers of health technologies, as authorized by the beneficiary of the resources, and advance the transfers that correspond to the different agents of the System.
- To advance the verifications for the recognition and payment by the different concepts, that assure the good use and control of the resources.
- To administer the proper information of its operations, in accordance with the regulations issued for the purpose by the Ministry of Health and Social Protection.
- To adopt and propose the mechanisms required to protect the resources administered by the Entity, in order to avoid fraud and undue payments, without prejudice to the guidelines issued by the Ministry of Health and Social Protection and the Board of Directors.

### ■ Experience of working with WFK - Advisor

☐ Yes    ☒ No

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



### **Description of Tasks \***

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

**- Summary:**

The ADRES is a newly created entity devoted to integrated administration of the resources for health and social protection. The resources of Colombian healthcare and social protection system have been administrated so far by multiple administrators and each of the administrators has had its own mechanisms and methods for collection and operation of fund.

The recent creation of the sole administrator aims at fostering the efficiency of resource management. To accomplish the goal, however, several infrastructures are required, one of which is integrated information system. In this regard, WFK Advisor's expected role is to participate in the process for developing an architecture of integrated information system enabling the data interoperability between principal actors in health and social protection system.

■ **Main duty of WFK - Advisor**

☒ **Policy making and Strategic planning**

- To assist the Vice ministry of Social protection in the implementation of the different process to start ADRES as independent institution.
- To assist ADRES to prepare annual work plans including detail timeline and budget for the development of an architecture of integrated information system.
- To prepare detailed capacity building plan for the ADRES staff and other relevant staff of other line entities.
- To provide technical assistance on infrastructure Management: Big data analysis and development of patient classification & coding system

☒ **Technical support**

- To assist ADRES for effective coordination of activities related to the development of the system
- To assist ADRES in monitoring the implementation of development plan conducting the regular reviews and revisions of the plan, and reporting the progress in key activities regularly.

☒ **Training of local staff**

- To develop and implement training program for ADRES staff and relevant staff of other line entities.





### Expected Results/Output

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

Capacity building and advice in the process of strengthening of ADRES and its articulation with Ministry of Health and Social Security and other institutions of the health sector.

### Required(Preferred) qualifications of WFK - Advisor

■ **Gender**

☐ Male      ☐ Female      ☒ No preference

■ **Educational Background**

- Master's degree or equivalent in information systems, engineering, or related fields;

\* **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)

- Experience in the development of Architecture of Information Systems, and integration of ICT solutions

- Minimum of 10 years of work experience performing the tasks noted above

- Minimum 2 years of professional experience in developing countries

- Substantial project management expertise

\* **Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks**

☒ Yes      ☐ No

■ **Language: Spanish and English**

- **Reasons:** At least basic level of Spanish is required since most of the working documents and other materials that the Advisor will review will be in Spanish and communication with other experts including development partners will be in Spanish.

■ **Other Requirements**

-Excellent inter-personal and communication skills



## Job Description



Description of the Workplace			
■ Location of the workplace	- <u>0</u> Km from the capital city - <u>Up to 1 hour by car depending on where the Advisor will reside (transportation)</u>		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name: Ms. Ana Maria Lara - Position/Work area: Advisor in Department of Cooperation and International Affairs - Tel/E-mail: Tel: +(57-1) 330 5000 Ext. 1374; Mobile: +(57) 315 381 0633; Email alaras@Minsalud.gov.co - English Language Skill: Speaks and writes English <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 type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Others(      )	
■ 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.

January 20<sup>th</sup>, 2017

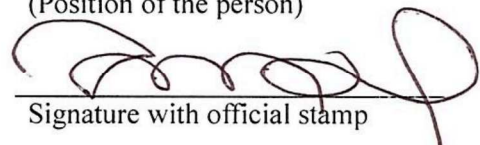
(Date of filling out the form)

Jaime Matute Hernandez

(Name of the person in charge)

Advisor, Office of the Minister  
Coordinator, Cooperation and  
International Affairs Ministry of  
Health and Social Protection

(Position of the person)

  
Signature with official stamp