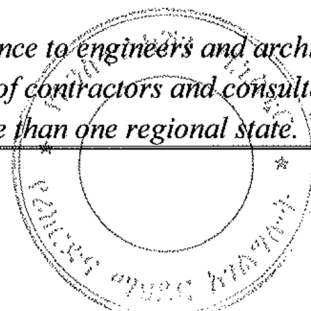


**JOB DESCRIPTION of World Friends Korea (WFK)-Advisor**

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	Construction project specialist.
■ Location, Country <i>(Addis Ababa, Ethiopia)</i>	Federal Ministry Construction (MoC).
■ Duration	<input type="checkbox"/> 6 months x 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2016 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Construction(MoC)</i> <ul style="list-style-type: none">- Requesting Department: <i>Ministry of construction office of the minister.</i>- Office Name: <i>Ethiopian Construction Project management Institute.</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: <i>Monday- Friday, 8 hours every day.</i>	
■ Contact Person: <i>Aregaw Asha(Phd).Head Ethiopian Construction Project Mnagemnet Institute. Addis Ababa, Ethiopia.</i>	
■ Tel/Fax/E-mail: <i>+251911465970.</i>	
■ Office Location: <i>Addis Ababa, Ethiopia.</i>	
■ Major activities of the Organization: <ol style="list-style-type: none">1. <i>Provide necessary support in the preparation of designs and contract document and also supervision for building constructions financed by the federal government.</i>2. <i>Undertake research for improving the types and qualities of local construction materials.</i>3. <i>Design national construction enterprise strengthening strategy to ensure competence and viability, follow-up the implementation of same.</i>4. <i>Register and issue certificates of professionals competence to engineers and architects engaged in the construction sector: determine the grades of contractors and consultants and issue certificates of competence to those operating in more than one regional state.</i>	





Job Description



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

1. Follow up implementation of yearly plan of all departments that are working in the ministry.
2. Ensure that all plan, reports and summaries are sent to the minister office on time.
3. Assist all offices use modern information management system to ease information flow from one office to the other.

■ 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 Ethiopia is experiencing rapid rate of economic growth and the country is injecting a lot of money every year to build social and physical infrastructure. However the industry is crippled by poor performance, quality problems and delays in many construction projects. Therefore this situation has to be changed and the government is keen to transform the industry and the expert is expected to support the institute which is mandated to ensure change in all government funded projects.*

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

☐ Policy making and Strategic planning

-

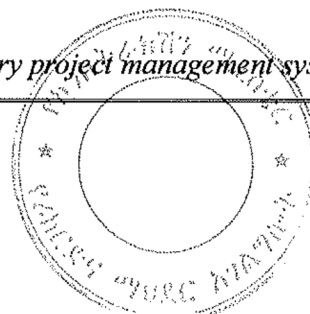
☐ Technical support

-Introducing efficient and effective design softwares and assist in implementing them in the country construction industry..

-Share experience of the Korean system in project management and how competing industries are created in the past decades..

☐ Training of local staff

--Train local staffs and department's heads on contemporary project management system.





Job Description



Quality control system, claim management and others.

☐ **Other**

-Develop manual, checklists and directives that are necessary for establishing a better construction management system.

-

Expected Results/Output

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

- Capacity of the country industry system will be changed.*
- Project management system of the country will get improved and new procedures for attaining quality in the construction industry will be established.*

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**

- (M.Sc. degree Civil Engineering or Related fields)

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■ **Required Work Experience.**

The work experience should be better knowledge construction management and Building Information Modelling(BIM) will be essential for the institute.

■ **Language : English**

Ethiopia has working language called Amharic used in offices for all communication but all staff member use English as secondary language and the expert will not face any problem in communication.

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

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-

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Description of the Workplace





Job Description



■ Location of the workplace	-Addis Ababa, capital city of the country. -Travelling to office may take some minutes or hour depending on the location where the expert resides and transport facility he/she will take.		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Aregaw Asha(PHD). - Position/Work area: <i>Head, Ethiopian Construction Management Institute.</i> - Tel/E-mail: +251911465970. - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor <i>(Please mark on the box)</i>	Items Housing Transportation Others	Available <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Others(office will arranged)	Not available <input type="checkbox"/> <input type="checkbox"/>
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, Allowance, etc.)</i>	<i>Ethiopia is a multicultural nation and composed of 83 ethnic groups of their own culture and language. The country is located in the horn of Africa and has a good climate suitable for living not only for citizens but also for expiates. But during summer unlike other countries the weather condition is cold and the roads sometimes get easily muddy. Ethiopians have their own typical food called Injera which is almost available in all restaurants and hotels. Ethiopia is quite safe country for foreigners to live and work..</i>		

12/05/2017

(Date of filling out the form)

Eyasu Markos woldesemayat

(Name of the person in charge)

Bureau Head, Capacity Building.

(Position of the person)



Signature with official stamp