

**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>	E-government
<b>■ Location, Country</b> <i>(eg :. Vientiane, Laos)</i>	Tegucigalpa, Honduras
<b>■ Duration</b>	<input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> <i>Servicio de Administración de Rentas (SAR) (Revenue Management Service)</i> <ul style="list-style-type: none"><li>- <b>Requesting Department :</b> <i>National Direction of Tax Compliance</i></li><li>- <b>Office Name :</b> <b>Compliance Assistance</b></li></ul>	
<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 to Friday/ 8:00 a.m. to 16:00	
<b>■ Contact Person :</b> <i>Ana Florencia Meza Madrid</i>	
<b>■ Tel/Fax/E-mail :</b> +504-98574682/ameza@sar.gob.hn	
<b>■ Office Location :</b> Tegucigalpa M.D.C., Lote 1516, bloque C6, Residencial El Trapiche, contiguo a la ENEE	
<b>■ Major activities of the Organization:</b> <ul style="list-style-type: none"><li>- Tax</li><li>- Revenue Service</li><li>- Facturation System</li></ul>	



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

- Tax Compliance,
- Determines process for taxpayers
- taxpayer assistance

■ 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 : It's our objective as the tax administration to provide the best quality service to our taxpayers. For that we have to update a processes and systems, and we have set e-government as one of our objectives to achieve.
- The Tax Administration aims to implement electronic services to facilitate our taxpayers in their compliance of their tax obligations.
- We need orientation to which is the best e-government system to implement in our institution.
- Implement E-Government
- Create manual process for e-government, politics and procedures.

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

☒ Policy making and Strategic planning

- Ways to implement e-government.
- Process to introduce e-government in the Tax Administration
- Strategies to create conscience in our taxpayers.

☒ Technical support

- What is the best e-government to implement.
- Which system has more transparency

☒ Training of local staff

- Training staff of Technological Support
- Training staff of Tax Compliance



## Job Description



☐ Other

### Expected Results/Output

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

- Have a clear vision of what e-government provides
- Implement the e-government in the tax administration

### 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

- Technology Systems

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- \* 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)*

- Government

-Tax Administration

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

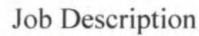
☒ Yes      ☐ No

■ Language : English

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

- Reasons : Spanish-Our countries native language is Spanish and not all of our staff has knowledge of English.

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



Description of the Workplace			
<b>■ Location of the workplace</b>	- <u>0</u> Km from the capital city - _____ hours by _____(transportation)		
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name (Mr./Ms.) : Leonel Rodolfo Ramirez Berrios  - Position/Work area : Compliance Analysts  - Tel/E-mail : lramirez@sar.gob.hn  - English Language Skill : <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> Basic</span> <span><input type="checkbox"/> Intermediate</span> <span><input checked="" type="checkbox"/> Advanced</span> </div>		
<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor</b> <i>(Please mark on the box)</i>	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Printer <input type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Others(                      )	
<b>■ Other information that may help the WFK-Advisor adapt to the local environment</b> <i>(Living conditions, weather, allowance, etc.)</i>			

*\* 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.*

16/05/2017

(Date of filling out the form)

Ana Florencia Meza Madrid

(Name of the person in charge)

National Director of Human Talent

(Position of the person)

Signature with official stamp

