



Job Description



<Attachment 1>

JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

※ Please complete the form and mark on the box.

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	<i>Special Economic Zone Development</i>
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	<i>Gijduvan District, Bukhara Region, Uzbekistan</i>
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> July 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Khokimiyat of Bukhara Region</i> - Requesting Department : <i>Khokimiyat of Gijduvan District</i> - Office Name : <i>Gijduvan Free Economic Zone</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>from Monday till Saturday (working hours from 9 a.m. till 6 p.m.)</i>	
■ Contact Person : <i>Umarov Murodjon Anvarovich – governor of Gijduvan District</i>	
■ Tel/Fax/E-mail : <i>57-21-235, 57-22-586, t.Gijduvon@umail.uz</i>	
■ Office Location : <i>200500, Gijduvan District, Mustaqillik Street, 2</i>	
■ Major activities of the Organization(Please list at least three) <i>- the economical, social and cultural development of the region;</i> <i>- to govern municipal economy;</i> <i>- to form and implement the regional budget</i>	
■ Major activities of the department where WFK - Advisor will be dispatched	



Job Description



- to attract domestic and foreign investment in region;
- the modernization of economy by new technologies;
- to enhance foreign economic relations;
- to improve export potential of the area and etc.

■ **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 :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*
- *The overall objective of the tasks of the WFA is to develop the strategy of effective operation of the system in Gijduvan FEZ, increasing its competitive level through development projects of local economy.*

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

☒ **Policy making and Strategic planning**

- *the optimal organization of the tasks in free economic zone;*
- *to establish mechanism which defines the placement of the manufacturing objects in a most favorable way*

☒ **Technical support**

- *assistance in successful selection and implementation of the projects;*
- *To provide technical advisories and exchange of experiences*

☒ **Training of local staff**

- *to organize seminars and trainings for entrepreneurs;*
- *to organize meetings for administration staff*

☐ **Other**



Expected Results/Output

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

- A creation of full-operating special zone;
- Attraction of foreign as well as domestic investment in the area;
- Improvement of the local economy, creation of extra jobs and workplaces for population

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

- Master's degree or equivalent in Economics, Regional economics (PHD is welcomed, but not obligatory)

- * 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, 10 years of work experience in relevant area
- Minimum 5 years of professional experience in developing countries and Internationally, preferably in free/special economic zones.

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

- ☒ Yes ☐ No

■ Language : English

Knowledge of Russian language is an advantage, but not a requisite

- Reasons :

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

- Excellent inter-personal and communication skills
- Good knowledge of socio-economic policy of Uzbekistan



Job Description



Description of the Workplace

■ Location of the workplace	- 45 Km from the capital city - 40 minutes by transportation		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : <i>Umarov Murodjon Anvarovich</i> - Position/Work area : <i>the governor of Gijduvan District</i> - Tel/E-mail : 8(365) 57-22-570, 8(365) 57-21-333 - English Language Skill : <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input 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	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 checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Others (<i>working office</i>)	
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i>	<i>Climate is sharp continental. The average temperature in July is 30,5 degrees, in winter it reaches -5.</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.

January 5th, 2017

(Date of filling out the form)

Goirov Husniddin Murodovich

(Name of the person in charge)

The deputy of khokim of Bukhara Region

(Position of the person)

Signature with official stamp



H. Turayev