



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>	Designer and Programmer for the National Registration System of Cultural Heritage.
■ Location, Country <i>(eg : Vientiane, Laos)</i>	Bolivia
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> July 2017 ~ <input checked="" type="checkbox"/> August 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Cultures and Tourism</i> - Requesting Department : <i>Department of Cultural Heritage</i> - Office Name : <i>Dirección General de Patrimonio Cultural</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 : 8 hours per day	
■ Contact Person : <i>Maria Leonor Cuevas Verduquez</i>	
■ Tel/Fax/E-mail : Telf: (591) 2 2145690, e-mail: <i>marialeonorcuevas@gmail.com</i>	
■ Office Location : <i>La Paz city – Potosi Street, Aguirre building #1355 - 3rd floor.</i>	
■ Major activities of the Organization - To democratize the access and development of cultural manifestations. - To promote tourism development stressing the local community culture. - To optimize the management of cultural heritage on the tangible, intangible, individual and collective level. - To transform the colonial heritage and its institutions	



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

- To supervise and enforce public policy guided to the identification, protection, promotion and safeguard of Bolivia's cultural tangible and intangible heritage.
- To frame and execute national plans, programs and projects to protect cultural and artistic manifestations actively maintained by our constituent native indigenous nations.
- To encourage research and investigation; registration and cataloguing of the language of our native indigenous nations on the purpose of outlining public policy actions for its preservation and transmission.
- To get an educational approach on the preservation, protection and safeguarding of cultural heritage.

■ 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)*
- Our main objective is the design and implementation of the national registration system of cultural tangible and intangible heritage.
- Bolivia has long needed a system that can support such a range and variety of information about tangible and intangible cultural heritage. Due to the nature and complexity of goods and manifestations of cultural heritage it is essential to ensure a tool for the gathering and treatment of this information. Therefore the registration system will contribute to the managing and planning for cultural heritage, providing policy makers the data for taking action on projects and activities. It will also work as a data base for scientific research and public accessing.
- The expert will collaborate with the design of the conceptual data base framework for the



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national registration system of cultural tangible and intangible heritage, as well as writing the program code for its software and web functionality.

■ Main duty of WFK - Advisor

x Policy making and Strategic planning

- Collaborate on the planning for the system's implementation, forwarded to local governments and institutions. It is deemed that this national system must take alliance on the other levels of government.

x Technical support

- Writing the program code for the national registration system of cultural heritage.
- Designing the conceptual data base framework for the national registration system of cultural heritage.

- Collaborate to put into operation such system and establish its functionality at the national aim.

x Training of local staff

- Train staff of the Ministry of Cultures and Tourism about the functionality and operation of the registration system.

- Train staff about the program code and its administration.

Expected Results/Output

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

- The national registration system of cultural heritage is running and operating proficiently at the national extent.

- There is a system user's manual available for the systems administrators and a user's manual for public accessibility.

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

- Bachelors degree on Computer Science or related areas.



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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

- Experience on data base design, administration and program code writing.
- Experience on cultural heritage data management.

- * 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:** The official language of Bolivia is Spanish, however the Department of Cultural Heritage of the Ministry of Culture and Tourism has the staff capable of leading the WFK-advisor in the English language.

Description of the Workplace

■ Location of the workplace	- 0.1 Km from the capital city - 5 minutes by car - The workplace is located on the inner city		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Marcelo Waskar Choque Morales - Position/Work area : Intangible Cultural Heritage Chief - Tel/E-mail : Telf: (591) 2 2145690 e-mail: waswaskar@gmail.com - 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 (Please mark on the box)	Items Housing Transportation Others	Available <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Others(Not available <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone)
■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions,	La Paz city has cold weather through most of the year reaching 4 to 5 C° of temperature on winter and 20 to 24 C° on summer. Living conditions on downtown area are optimal where public transportation and all services are easy available. Allowance for a studio apartment or a single bedroom apartment varies from 100 to 500 dollars. Cost of living is very convenience for		



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weather,
allowance, etc.)

foreign people due to our exchange rate, besides food and transportation are not expensive and easily accessible.

** 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.*

May 19, 2017

(Date of filling out the form)

Maria Leonor Cuevas Verduguez

(Name of the person in charge)

Cultural Heritage Director

(Position of the person)

Signature with official stamp

Arq. Msc. Ma. Leonor Cuevas V.
Directora General de Patrimonio Cultural
VCEMINISTERIO DE INTERCULTURALIDAD
MINISTERIO DE CULTURAS Y TURISMO