

**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>	E-government
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Tegucigalpa, Honduras
■ Duration	<input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Servicio de Administración de Rentas (SAR) (Revenue Management Service)</i> - Requesting Department : <i>National Direction of Tax Compliance</i> - Office Name : Compliance Assistance	
■ 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 : Monday to Friday/ 8:00 a.m. to 16:00	
■ Contact Person : <i>Ana Florencia Meza Madrid</i>	
■ Tel/Fax/E-mail : +504-98574682/ameza@sar.gob.hn	
■ Office Location : Tegucigalpa M.D.C., Lote 1516, bloque C6, Residencial El Trapiche, contiguo a la ENEE	
■ Major activities of the Organization: - <i>Tax</i> - <i>Revenue Service</i> - <i>Facturation System</i>	



■ 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



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)*

