



<Attachment 1>

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

*※ Please complete the form and mark on the box.*

<b>General Information</b>	
<p>■ <b>Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i></p>	Transport Specialist
<p>■ <b>Location, Country</b> <i>(eg :. Vientiane, Laos)</i></p>	Samabula, Fiji
<p>■ <b>Duration</b></p>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<p>■ <b>Expected Starting Date</b></p>	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
<b>Detailed information of the requesting organization</b>	
<p>■ <b>Organization Name :</b> Ministry of Infrastructure and Transport (MoIT)            - <b>Requesting Department :</b> Policy and Planning Division            - <b>Office Name :</b> Department of Transport</p> <p>■ <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 :</p> <p>■ <b>Working Day/Hours :</b> Monday to Thursday 8:00 to 4:30pm / Friday 4:00pm</p> <p>■ <b>Contact Person :</b> Vinit Lal – Principal Transport Planner</p> <p>■ <b>Tel/Fax/E-mail :</b> +6793389509 / +6799904953 vinit.lal@govnet.gov.fj</p> <p>■ <b>Office Location :</b> Level 3, Nasilivata House, Samabula, Fiji</p> <p>■ <b>Major activities of the Organization</b><i>(Please list at least three)</i>            - to establish an efficient, safe and inexpensive transportation network by linking the ITS to the existing system;            - to collect and process real-time information on road traffic, establishment of the core infrastructure for ITS;            - to draw up a plan to improve vehicle speed on roads and expand/extend the road</p>	



network; and

- undertake feasibility study on the nationalization of railway lines in Fiji.

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

- to formulate, coordinate and monitor transport policies and plans at the national level;
- to enhance promotion of investment in transport sector from foreign countries; and
- to research policy and strategy for economic international cooperation.

■ 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 :** *(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 and strengthen the Transport Sector through the implementation of ITS and further assist in managing traffic at a national level.

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

Policy making and Strategic planning

- To undertake meetings with key transport stakeholders (MoIT, public and private entities, universities, NGOs, international cooperation) in order to establish strategic alliances oriented to support the Transport Sector;

- To realize work agendas, timescales of activities and planning, seminars, workshops and conferences in all divisions; and

- To establish mechanism that defines and strengthens the actions of the Department of Transport towards economic growth and development.

Technical support

- To provide technical advisories and exchange of experiences; and



- To develop operational manuals for the Department of Transport on transport policy.
  - Training of local staff
  - To provide hands-on training and develop skills of the Department of Transport staff;
- and
- Link the Department of Transport with accredited transport institutes in Korea for training opportunities.
- Other
- -

**Expected Results/Output**

- Expected results/output of the tasks by the WFK - Advisor include:
  - A strategy on the implementation of ITS;
  - A strategy on the nationalization of railway lines in Fiji;
  - A creation of alliances between key transport stakeholders; and
  - A creation of operations manual for the Department of Transport.

**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 Transport Planning and Management
- \* 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 2 years of professional experience in developing countries; and
- Internationally, preferably in institutional and policy support projects.
- \* Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks
  - Yes       No



Job Description



■ **Language : English**

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

- **Reasons :**

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

- **Excellent inter-personal and communication skills**

**Description of the Workplace**

■ **Location of the workplace**

- 2 Km from the capital city  
 - 5 minutes by car (transportation)

■ **Information on the co-worker who will work closely with the WFK-Advisor**

- Full Name (Mr./Ms.): Vinit Lal  
 - Position/Work area: Principal Transport Planner  
 - Tel/E-mail: +6793389509 / +6799904953  
 vinit.lal@govnet.gov.fj  
 - English Language Skill :  
 Basic       Intermediate       Advanced

■ **Administrative and financial arrangements to be provided by your organization for the WFK-Advisor**  
 (Please mark on the box)

Items	Available	Not available
Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input 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(office space)	

■ **Other information that may help the WFK-Advisor adapt to the local environment**

(Living conditions, weather, allowance, etc.)

\* 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.



Job Description



20/05/2017

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(Date of filling out the form)

Vinit Lal

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(Name of the person in charge)

Principal Transport Planner

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(Position of the person)

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Signature with official stamp