

**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>	Government Statistics
■ 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	
<p>■ Organization Name : <i>Servicio de Administración de Rentas (SAR) (Revenue Management Service)</i></p> <ul style="list-style-type: none"> - Requesting Department : <i>National Direction of Strategic Management</i> - Office Name : Department of Fiscal Intelligence <p>■ Type of Organization</p> <p>1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation</p> <p><input type="checkbox"/> Others :</p> <p>■ Working Day/Hours : Monday to Friday/ 8:00 a.m. to 16:00</p> <p>■ Contact Person : <i>Ana Florencia Meza Madrid</i></p> <p>■ Tel/Fax/E-mail : +504-98574682/ameza@sar.gob.hn</p> <p>■ Office Location : Tegucigalpa M.D.C., Lote 1516, bloque C6, Residencial El Trapiche, contiguo a la ENEE</p> <p>■ Major activities of the Organization:</p> <ul style="list-style-type: none"> - <i>Tax</i> - <i>Revenue Service</i> - <i>Facturation System</i> 	



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

- Tax Risk,
- Statistic of tax collection,
- Crossing of information of taxpayers

■ 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.
- Implement statistic politics.
- Create process manual of statistic and data recollection.

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

- Policy making and Strategic planning
 - How to provide reliable statistics
 - Tax collection statistics
 - Ways to improve data recollection for statistics

Technical support

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Training of local staff

- Training staff in data recollection
- Statistics techniques

Other



Expected Results/Output

- Expected results/output of the tasks by the WFK - Advisor include:
 - Provide reliable information and statistics of the tax recollection
 - Methods to recollect data to produce statistics

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

- Mathematics
- Bachelor of Statistics
- * 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)*

- In Government Statistics.
- Data Recollection.
- Tax Administration
- * 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

■ Location of the workplace

- 0 Km from the capital city
- _____ hours by _____(transportation)



Job Description



<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>	<p>- Full Name (Mr./Ms.) : Gildreed Jackeline Trochez Aguilera</p> <p>- Position/Work area : Intelligence Specialist</p> <p>- Tel/E-mail : gtrochez@sar.gob.hn</p> <p>- English Language Skill :</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced</p>		
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor <i>(Please mark on the box)</i></p>	<p>Items</p>	<p>Available</p>	<p>Not available</p>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Internet access <input type="checkbox"/> Others(<input type="checkbox"/> Printer <input type="checkbox"/> Phone)
<p>■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i></p>			

** 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)

(Handwritten signature)

Signature with official stamp

