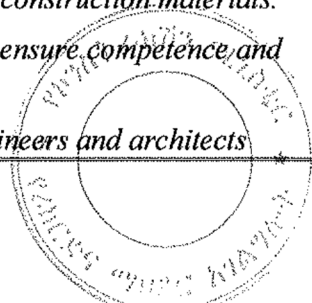




JOB DESCRIPTION of World Friends Korea (WFK)-Advisor

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	E-governance advisor and specialist.
■ Location, Country <i>(Addis Ababa, Ethiopia)</i>	Federal Ministry Construction (MoC).
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2016 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Construction(MoC)</i> - Requesting Department: <i>Ministry of construction.</i> - Office Name: <i>Construction professionals, companies and machineris registration bureau.</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>Monday- Friday, 8 hours every day.</i> ■ Contact Person: <i>Hayaelom Tawye,Head Professional,companies and machneris registration Bureau,</i> ■ Tel/Fax/E-mail: <i>+251911705816,hayelomtawye@yahoo.com,</i> ■ Office Location: <i>Addis Ababa, Ethiopia.</i> ■ Major activities of the Organization: 1. <i>Provide necessary support in the preparation of designs and contract document and also supervision for building constructions financed by the federal government.</i> 2. <i>Undertake research for improving the types and qualities of local construction materials.</i> 3. <i>Design national construction enterprise strengthening strategy to ensure competence and viability, follow-up the implementation of same.</i> 4. <i>Register and issue certificates of professionals competence to engineers and architects</i>	





Job Description



engaged in the construction sector: determine the grades of contractors and consultants and issue certificates of competence to those operating in more than one regional state.

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

1. Assist the department to establish efficient e-government system for services.
2. Develop and conduct a multi stake holder's e-governance awareness workshop and training for the ministry staff.
3. Provide support for project development, design and management in the ministry.

■ 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:** *The Ethiopian ministry of construction is one of service providing institution in the country. One the challenge in this area is service is not based on modern system or e-based and delays, grievances and dissatisfaction in service delivery especially in registration system and offering building permit. This system has to be changed and there is high commitment in the ministry to achieve this and the expert will assist in this area.*

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

☐ Policy making and Strategic planning

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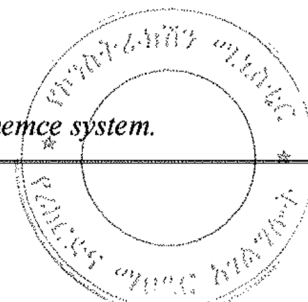
☐ Technical support

-*Introducing efficient and effective design E-based service delivery system in the ministry.*

-*Share experience of the Korean system in in E-governance and introduce cost efficient service delivery system.*

☐ Training of local staff

--*Train local staffs and department's heads on the need for e-governemce system.*





Job Description



☐ Other

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Expected Results/Output

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

- Capacity of the country industry system will be changed.
- E-governance system of the ministry will get improved and new procedures for attaining quality in the construction industry will be established.

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

- (M.Sc. Computer science, Information technology or Related fields)

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■ Required Work Experience.

The work experience should be better knowledge in E-governance and system establishment.

■ Language : English

Ethiopia has working language called Amharic used in offices for all communication but all staff member use English as secondary language and the expert will not face any problem in communication.

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

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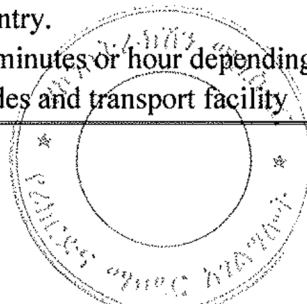
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Description of the Workplace

■ Location of the workplace

- Addis Ababa, capital city of the country.
- Travelling to office may take some minutes or hour depending on the location where the expert resides and transport facility





Job Description



	he/she will take.		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr. /Ms.) : Tewodros Tegene. - Position/Work area: <i>companies and machineries registration directorate director.</i> - Tel/E-mail: 2519825005020. - 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	Available	Not available
	Housing	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation	<input 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 type="checkbox"/> Others(office will arranged)	
■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, Allowance, etc.)	<i>Ethiopia is a multicultural nation and composed of 83 ethnic groups of their own culture and language. The country is located in the horn of Africa and has a good climate suitable for living not only for citizens but also for expiates. But during summer unlike other countries the weather condition is cold and the roads sometimes get easily muddy. Similarly, Ethiopians have their own typical food called Injera which is almost available in all restaurants and hotels. Ethiopia is quite safe country for foreigners to live and work.</i>		

12/05/2017

(Date of filling out the form)

Eyasu Markos woldeamayat

(Name of the person in charge)

Bureau Head, Capacity Building.

(Position of the person)

Signature with official stamp

