

**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>	Senior Smart Cities Expert
■ Location, Country	Kigali, Rwanda
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> November 2016 ~ <input type="checkbox"/> December 2016 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>City of Kigali</i> - Requesting Department : <i>Department of General Planning</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 : Monday to Friday	
■ Contact Person : <i>Eng. Didier G. SAGASHYA, executive secretary</i>	
■ Tel/Fax/E-mail : +250788301811 / didier.sagashya@kigalicity.gov.rw	
■ Office Location : City of Kigali Headquarters (Kigali - Rwanda)	
■ Major activities of the Organization <i>(Please list at least three)</i> - Infrastructure and City Urban Planning; - ensuring proper services are delivered to the City of Kigali Citizens; - Coordinating activities of three districts comprising the City of Kigali; - Ensuring the security of the City of Kigali Citizens;	
■ Major activities of the department where WFK - Advisor will be dispatched - Ensure e-governments services are provided to the City of Kigali Citizens; - Planning and development of ICT projects in the City of Kigali;	



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- Ensure the implementation of Smart Cities projects;
- Ensure proper ICT service delivery to the City of Kigali staff and to the City of Kigali residents.

■ **Experience of working with WFK - Advisor**

☒ Yes ☐ No

■ **If yes, please describe the tasks of WFK - Advisor**

- Development of the City of Kigali Smart City strategy
- work closely with ICT staff in different ICT projects
- Development of ICT strategy of the City of Kigali

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)*
- Provide necessary advise to the City of Kigali Authorities on development ICT projects;
- Development and implementation of ICT best practices to be used in the City of Kigali;
- Provide advice on Smart City projects that could be developed in the City of Kigali;
- Assist in developing the Digital Solutions in the City of Kigali;
- Provide advanced technical expertise on information, communication and technology (ICT) and supporting the City of Kigali initiative on smart systems development;

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

☐ **Policy making and Strategic planning**

- Provide necessary advise to the City of Kigali Authorities on ICT projects development;
- Development and implementation of ICT best practices to be used in the City of Kigali;
- Provide advice on Smart City projects that could be developed in the City of Kigali;
- Provide advice on e-government projects developments and implementation;
- Proposes effective services and solutions to the City of Kigali IT staff beyond presenting issues and past challenges;


☐ **Technical support**

- Provide technical advice and support on different ICT issues in the City of Kigali.

☐ **Training of local staff**

- Skills transfer and training of the City of Kigali IT staff in related IT skills needs

Expected Results/Output

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

- Assist the City of Kigali in different IT projects;
- Provide advice on Smart City projects implementations;
- Provide advice on e-government projects developments and implementation;
- Development and implementation of ICT best practices to be used in the City of Kigali.

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**

- Bachelor Degree in Information systems, Computer sciences or related field
- Have master's Degree in ICT Project Management or other related field

* **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 8-10 years of relevant international experience in areas such as smart cities program, software development connected with ICT for development.
- Experience in developing new technologies and implementing innovative urban technology projects;
- Experience in successfully engaging in development of smart city plans;
- Ability to utilize and share relevant knowledge and provide advisory support to City of Kigali



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Staff on various technological interventions and best practices.

- * **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 :

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

- Have a background in IT field
- Have worked in Smart Cities projects
- Have Experience in ICT projects Development and Management

Description of the Workplace

■ Location of the workplace

- The City of Kigali office is located at the Center of the Capital City.

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

- Full Name (Ms.) : VUNINGOMA SITASUMBUKA Rebecca

- Position/Work area : Network Administrator

- Tel/E-mail : +250788508370

- 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access	

■ Other information that may help the WFK-Advisor adapt to the local environment *(Living conditions,*



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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.*

18/5/2017

(Date of filling out the form)

Didier G. SAGASHYA

(Name of the person in charge)

Executive Secretary

(Position of the person)

Signature with official stamp

