

<Attachment 1>

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>	Weather Forecaster/ Weather Observation System
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Ulaanbaatar city, Mongolia
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> November 2016 ~ <input type="checkbox"/> December 2016 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : National Agency for Meteorology and Environment Monitoring - Requesting Department : Administration, Planning, Finance and International cooperation division - Office Name : National Agency for Meteorology and Environment Monitoring	
■ 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 : 8 hours for 5 day	
■ Contact Person : Dr.Erdenebat Eldev-Ochir, Erdenedelger Monkhoo	
■ Tel/Fax/E-mail : 976-51-264970, 976-11-326611, erdenebat@namem.gov.mn erdededelger@namem.gov.mn	
■ Office Location : National Agency for Meteorology and Environment Monitoring	
■ Major activities of the Organization - Monitoring of National Observation Network for Meteorology, Hydrology and Environment - Control and maintain operational work related to various forecast, outlook and	

advisory

- Develop policy and strategy

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

Weather forecasting department

- issue various range of weather forecasts

- issue weather alert and warning information for expected weather related extreme events

■ Experience of working with WFK - Advisor

Yes No

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

- give advice on weather map analysis, satellite image analysis and weather forecasting operation

- Weather observation system

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*)

- **improve satellite data utilization in weather forecasting. The expert will give advice on satellite image analysis every day, especially whenever extreme weather event expected**

- Overall goal is to integrate and automate observation network system, develop software system for collecting and processing real time AWS's (Automated Weather Station) raw data observation, and develop video briefing system and long term weather observation for engineers.

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

Policy making and Strategic planning

-- Develop integrated observation strategy and design

- Introduce the system to national meteorology, hydrology and environmental observation network

x **Technical support**

- To provide technical advisories and exchange of experiences

- To develop operational manuals for the integrated processing system for observation

- To develop manual to use satellite cloud image in weather forecasting

Training of local staff

- To train local engineers, weather forecasters and headquarter

Other

-
-

Expected Results/Output

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

- Integrated processing system for real time observation
- Introducing the system to operational work
- Develop manual and user guide
- -

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**

- Bachelors Degree in Meteorology

* **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, 15 years of work experience in relevant area

- Minimum 1 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

■ **Language : English,**

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

- Excellent inter-personal and communication skills

Description of the Workplace

■ Location of the workplace	- <u>1-2</u> Km from the capital city - <u>10-20</u> min by <u>taxi or bus</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr.) :Dr.Erdenebat Eldev-Ochir - Position/Work area : Senior officer of Administration, Planning, Finance and International cooperation division - Tel/E-mail : 976-11-326611, erdenebat@namem.gov.mn - English and Russian 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 <i>(Please mark on the box)</i>	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"/> Internet access <input type="checkbox"/> Others(<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone)
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i>			

** 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.*

2017-01-10
(Date of filling out the form)

ENKHTUVSHIN SEVJID

(name of the person in charge)

DIRECTOR-GENERAL
NATIONAL AGENCY FOR
METEOROLOGY AND
ENVIRONMENT
MONITORING OF MONGOLIA

(Position of the person)


Signature with official stamp