



<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>	Structuring the online courses platform of the serene metropolitan school. Consultations on e-learning service systems
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Lima, Perú
■ 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 : <i>Lima's Municipality</i> - Requesting Department : <i>Metropolitan school of Serenos- Citizen Security Management.</i>	
■ Type of Organization 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Contact Person : <i>Giovanna Luna Victoria Vera - Metropolitan school of Serenos Director.</i>	
■ Tel/Fax/E-mail : <i>gvictoria@munlima.gob.pe</i>	
■ Office Location : <i>Via Evitamiento Km 6.5 Piedra Liza- Rimac-Lima</i>	
■ Major activities of the Organization <i>(Please list at least three)</i> - Manage and establish rules for the whole citizen security system. - To coordinate the tasks of the disaster risk's management- - In general, provide citizen security services in the city of Lima.	
■ Major activities of the department where WFK - Advisor will be dispatched - Training and education of the Serenazgo personal. - Certification the Serenazgo personal.	





Job Description



■ 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)*
- Develop the online courses platform.
- Virtual training to the greatest number of metropolitan Lima Serenos.

■ 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

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☒ Training of local staff

- Establishment of online education equipment and basic infrastructure.
- Provision of technical assistance for the introduction of Internet-based distance learning and teleconference for remote regions.
- Development of education content and curricula for online learning.
- Provision of training for instructors.

☐ Other





Expected Results/Output

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

- Development of a online courses platform for Serenazgo personnel.
- Serenazgo personnel trained online.
- Increase in the number of Serenazgo trained personnel trained.
- Optimization of resources for training.

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's degree on system engineer with specialization on e-learning services

* **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)*

- 5 year experience in their profession field
- At least 3 year experience establishment of online education basic infrastructure.

* **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)*

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Job Description

WORLD
FRIENDS

Description of the Workplace			
■ Location of the workplace	- <u>2</u> Km from the capital city - <u>1/2</u> hours by <u>bus</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Aldo Perez Herrán - Position/Work area : Legal advisor - Tel/E-mail : aperez@munlima.gob.pe - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input 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 checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others (Mark if available)	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access	<input checked="" type="checkbox"/> Printer <input type="checkbox"/> Phone
■ 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.

19 / 01 / 2017

(Date of filling out the form)

GIOVANNA LUNA VICTORIA
VERA

(Name of the person in charge)

Metropolitan school of Serenos
Director

(Position of the person)

Signature with official stamp

MUNICIPALIDAD METROPOLITANA DE LIMA
GERENCIA DE SEGURIDAD CIUDADANA

GIOVANNA LUNA VICTORIA VERA