



## Job Description

<Attachment 1>

### JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

\* Please complete the form and mark on the box

General Information	
<b>■ Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i>	Waste Management Specialist
<b>■ Location, Country</b> <i>(eg : Vientiane, Laos)</i>	Cuenca, City, Ecuador
<b>■ Duration</b>	<input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input checked="" type="checkbox"/> June 2017 ~ <input type="checkbox"/> December 2016 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> <i>ex) Ministry of Commerce(MIC) Cuenca's Municipal Waste Management enterprise</i>	
<b>- Requesting Department :</b> <i>ex) Department of E-Commerce</i> Technical Department	
<b>■ Type of Organization</b> 1) <input type="checkbox"/> Government <input checked="" type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
<b>■ Contact Person :</b> <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts ) Elizabeth Rojas</i>	
<b>■ Tel/Fax/E-mail :</b> + 59372838400 ext. 5118    E-mail: lrojas@emac.gob.ec	
<b>■ Office Location :</b> Fray Vicente Solano Avenue and 12 de Abril Avenue	
<b>■ Major activities of the Organization(Please list at least three)</b> - Sweeping of streets and avenues - Maintenance of green spaces - Solid waste collection	
<b>■ Major activities of the department where WFK - Advisor will be dispatched</b> - Project planning	



- Monitoring and follow-up of operating processes
- Service Coordination

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

☐ Yes ☒ No

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

- N/A

**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)*

- Identify the strengths, opportunities, weaknesses and threats of the actual waste management system

- Preparation of the waste management master plan

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

☐ **Policy making and Strategic planning**

- Evaluate the current waste management system

- Design of strategies for reduce, reuse, recycle, recover and dispose of waste material

- Work with company personnel in developing an appropriate and userfriendly waste

management system

☐ **Technical support**

- Provide technical advisors and exchange experiences in waste management systems

- Investigate best practices in the waste management industry that can be apply in Cuenca –

Ecuador

☐ **Training of local staff**

- Transfer of knowledge to EMAC EP technical team

☐ **Other**

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

- Design of the waste management master plan for EMAC EP
- Design of strategies for waste prevention, reuse, recycling opportunities

**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**

- *(eg. Bachelors Degree in Agricultural Economics)*
- Master degree or equivalent in waste management

\* 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 10 years of work experience in waste management
- Minimum of 2 year of professional experience in Latin American countries

\* 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 of our organization requires the use of other languages, please provide reasons) Spanish*

- **Reasons :** The technical Director and his team speak Spanish  
EMAC EP don't have a translator

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

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# Job Description



Location of the workplace	- _____ Km from the capital city - 0.5 (1/2) hours by plane (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : César Arévalo - Position/Work area : Technical director - Tel/E-mail : +5932838400 ext. 5128 - English Language Skill : <input checked="" type="checkbox"/> Basic <input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Others (Mark if available)	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access	<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone
■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)	Cuenca is the third most important city in Ecuador, is recognized for its waste management system and its mission is to become an international reference for this industry		

\* 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.

28/12/2016  
(Date of filling out the form)

Andrea Arizaga Iglesias  
(Name of the person in charge)

CEO EMAC  
(Position of the person)

*[Signature]*  
Signature with official stamp

