

<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>	- Geotechnical Engineer and - Quality control Specialists (All Professional Engineers)
<b>■ Location, Country</b> <i>(eg : Vientiane, Laos)</i>	Kigali, Rwanda
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input type="checkbox"/> November 2016 ~ <input checked="" type="checkbox"/> April 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA) - Requesting Department : TRANSPORT PLANNING & OPERATIONS / (PLANNING & RESEARCH DIVISION)  Office Name : P.O Box 6674 KG 563 St., Queen's Land House, 1 <sup>st</sup> Floor Email: <a href="mailto:info@rtda.gov.rw">info@rtda.gov.rw</a> <u>KIGALI</u>	
<b>■ Type of Organization</b> 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
<b>■ Working Day/Hours :</b> 5 days / 9 hours per a day	
<b>■ Contact Person :</b> Guy M. KALISA <b>■ Tel/Fax/E-mail :</b> (+250) 788309966 / <a href="mailto:guy.kalisa@rtda.gov.rw">guy.kalisa@rtda.gov.rw</a> <b>■ Office Location :</b> KG 563 St., Queen's Land House, 1 <sup>st</sup> Floor / Kacyiru-Kigali	
<b>■ Major activities of the Organization</b> <ul style="list-style-type: none"> <li>• The Rwanda Transport Development Agency (RTDA) is the implementing agency for road, water and rail transport, established by Law No. 02/2010 of 20/01/ 2010, complemented by Law No. 29/2014 of 14/08/2014.</li> <li>• RTDA has mandate of sector planning and infrastructure delivery</li> <li>• Responsible for transport development plans, data collection, quality control and preparation of design documents including environmental and social impact reports.</li> </ul>	

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

- Prepare the plan of action for the feasibility studies, technical design on the development of road infrastructure.
- Carry out the plan of action for the environmental impact assessment, resettlement plans for all projects related to roads, railways and waterways transport infrastructure to comply with the environmental regulations and protection.
- Provide technical support on quality assurance and quality control of the materials and works done on the construction of the roads, railway and waterways transport infrastructure.
- Capacity building in quality control and assurance:
  - Providing overall leadership of research and innovation management in close cooperation with the technical and project team to provide the technical expertise for the project implementation
  - Ensuring compliance of quality control plans, materials, and test procedures, specifications and work methodologies with international standards.
  - Provide training in the quality control and assurance to enhance the deliverance of quality of services.

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

☒ Yes    ☐ No

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

- Conduct training and assistance in the quality control and assurance
- Conduct training on road laboratory tests
- Assistance in geotechnical investigation of road projects
- Assistance in the preparation of feasibility and detail engineering study
- Train laboratory staff in modern technology

**Description of Tasks \***

■ **The tasks to be undertaken by the WFK - Advisor will be:**

- **Summary :**

The overall objectives of the task of the WFK is to provide support to the Research and Quality Control Unit under the Planning and Research Division. The reason is that this unit has a limited expertise in the quality control and advising on the construction of roads transport infrastructures.

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

☐ **Policy making and Strategic planning**

- Assess the actual needs of the unit
- Assess the actual staff in terms of competence and skills
- Assess the equipment in terms of efficiency, results reliance and modernity

☐ **Technical support**

- To organize meetings with local actors (public and private entities, universities, NGOs) in order to establish strategic alliances oriented to support the Quality Control and Assurance Unit

- To provide technical advisories and exchange of experiences
- To develop operational manuals

☐ **Training of local staff**

- Prepare work agendas, timescales of activities and planning, seminars, workshop, training and conference in house

☐ **Other**

### Expected Results/Output

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

- A strategy for the upgrading the Unit of Laboratory and Quality Control and assurance in terms of equipment and capacity building
- Upgraded skills on road laboratory tests
- A strategy for the upgrading of the research in road construction materials
- Enhance Skills capacity of local staff

### 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 / Master Degree in Geotechnical Engineering, Pavement Engineering
  - \* **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 Geotechnical Engineering or Pavement Engineering
  - Minimum 3 years of professional experience in road laboratory and material testing
  - \* **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)*

- Excellent inter-personal and communication skills
- Knowledge of French is an advantage, but not a requisite

Description of the Workplace			
■ Location of the workplace	- <u>5</u> Km from the capital city - <u>8</u> minutes by <u>a car</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Fabrice BARISANGA - Position/Work area : Manager of Planning & Research Division / RTDA - Tel/E-mail : (+250) 788511849 / <a href="mailto:fabrice.barisanga@rtda.gov.rw">fabrice.barisanga@rtda.gov.rw</a> - 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 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 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.

Prepared by:

Fabrice BARISANGA  
Manager of Planning & Research Division

Done at Kigali, 18<sup>th</sup> January, 2017

Guy M. KALISA  
Director General

