



<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>	Lecturer in cyber security and digital forensic
■ Location, Country <i>(eg : Vientiane, Laos)</i>	Nairobi , Kenya
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> November 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : Ministry of Education - Requesting Department : Dedan Kimathi University of Technology - Office Name :Department of Criminology and Security Management	
■ Type of Organization 1) <input type="checkbox"/> Government <input checked="" type="checkbox"/> Public organization/University <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours : Monday to Saturday	
■ Contact Person : Dr Ruth Joyce Kaguta	
■ Tel/Fax/E-mail : <u>joyce.kaguta@dkut.ac.ke</u> +254-713-362-963	
■ Office Location : Nairobi-Kenya	
■ Major activities of the Organization (Please list at least three) - Teaching/training -Research -Collaborations/linkages	
■ Major activities of the department where WFK - Advisor will be dispatched -Teaching/training	



-Conducting of Research

■ 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:

- Support the development of the IT-security policy
- The advisor will be expected to bring in good practices in use of technology in security management.
- Capacity build the staff on use of IT in security management
- Advice on setting up a cyber crime and digital forensic laboratory

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

- Policy making: advise and assist in the development of IT security policy
- Technical support: setting up a cyber crime laboratory,
- Training of local staff: capacity building/skill development of the staff on use of IT in security management

Expected Results/Output

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

- Improved crime detection and rapid response to crime
- Increased use of technology in security management
- Strengthened working relations between Kenya and Korea

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



Job Description



- (eg. Bachelors Degree in Agricultural Economics)

- Master's degree in Computer Science, Information Management, Data Forensics, Cyber Crime Security, Information 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 use of IT in criminal investigations, security management, digital forensics etc.

* 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 : N/A

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

-Inter-personal communication skills

-Team player

Description of the Workplace

■ Location of the workplace

- Within Nairobi CBD Km from the capital city
- 20 Minutes by car (transportation)

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

- Full Name (Mr./Ms.) : **Dr Ruth Joyce Nyawira Kaguta**
- Position/Work area : **Head, Department of Criminology and Security Management**
- Tel/E-mail : **joyce.kaguta@dkut.ac.ke**
- 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 checked="" type="checkbox"/>	
Transportation	<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)



Job Description



■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)	The University will also provide meals and assist in visa processing and clearance process.
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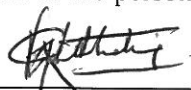
** Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.*

(Date of filling out the form)

Prof. P. Ndirangu Kiou
(Name of the person in charge)



for Vice Chancellor
(Position of the person)


Signature with official stamp