

<Attachment 1>

JOB DESCRIPTION of World Friends Korea (WFK)-Advisor

General Information	
■Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	Expert in Management and monitoring of investment projects
■Location, Country <i>(eg :. Vientiane, Laos)</i>	Asunción – Paraguay
■Duration	12 months
■Expected Starting Date	No preference
Detailed information of the requesting organization	
Organization Name : National Electricity Administration (ANDE) ■Contact Person : Mr. Alcibiades Leguizamón ■ Tel/Fax/E-mail: Alcibiades_leguizamon@ande.gov.py ■ Office Location: 1268 España Avenue and Padre Cardozo Street, Asunción, Paraguay ■ Major activities of the Organization <i>(Please list at least three)</i> -Generation and Transmission of Electric Energy -Distribution of Electric Power -Electric Power Sales ■ Experience of working with WFK - Advisor No ■ If yes, please describe the tasks of WFK - Advisor	
Description of Tasks*	
■ The tasks to be undertaken by the WFK - Advisor will be: - Summary : <i>(Describe the overall objectives of the task, why this task is needed and what the expert will doing)</i>	

- To analyze the methodologies and tools of project management of ANDE project executing unit
- Identify the problems related to infrastructure and IT equipment necessary for the implementation of a comprehensive project management system.
- Elaborate a system or computer program for data processing, process monitoring and generation of secure information in real time that is adequate to the requirements of ANDE, the Ministry of Finance and each of the Funding Agencies.

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

☐ **Policy making and Strategic planning**

- Management and monitoring of investment projects

☐ **Technical support**

- Development of the integral system of physical-financial management of projects
- Procedure and methodology of monitoring and physical-financial evaluation of projects
- Recommendations for continuous improvement in the management of ANDE projects ☐

Training of local staff

- Procedures in systems and computer development
- Procedure and Methodology to be implemented in Project Monitoring
- Reporting and Evaluation Procedure and Methodology

☐ **Other**

Expected Results/Output

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

- Improvements in the procedure for the availability of information, in an integral way.
- Management of physical and financial resources from a unified platform, combining the tools and methodologies used.

Required(Preferred) qualifications of WFK – Advisor

■ **Gender**

No preference

■ **Educational Background**

- IT engineer

■ **Required Work Experience***(Specify work experience required for the experts)*

- Knowledge of development projects, preferably related to the electricity sector
- Computer Systems Expert

-Expert in project management ■Language : Spanish (Official business language will be English. If your organization requires the use of other languages, please provide reasons) ■ Other Requirements (Identify desired skills or qualities for the task) -Knowledge of financial and project resource systems, processes and procedures -Managing technologies applied for project management			
Description of the Workplace			
■ Location of the workplace	- <u>CAPITAL</u> Km from the capital city - _hours by _(transportation)		
■Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Alcibiades Leguizamon – Head of the Department of Investment Management - Tel/E-mail : Alcibiades_leguizamon@ande.gov.py - English Language Skill : <input type="checkbox"/> Basic		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor (Please mark on the box)	Items	Available	Not available
	Housing		✓
	Transportation		✓
	Others		
■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)			

July, 2016

 (Date of filling out the form)
Victor Romero Solis

 (Name of the person in charge)

 President

 (Position of the person)

Signature with official stamp