



General Information	
■ Expert Title	<input checked="" type="checkbox"/> ① KOICA advisor <input type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	<ul style="list-style-type: none"> <li>Information and Communication Technology (ITS, GIS, MIS and IT Security)</li> </ul>
■ Job Title	Specialist
■ Location, Country	Dodoma, TANZANIA
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name: Dodoma Urban Water Supply and Sanitation Authority (DUWASA)</p> <ul style="list-style-type: none"> <li>Requesting Department: ICT AND STATISTICS DEPARTMENT</li> <li>Office Name: DUWASA</li> </ul> <p>■ Type of Organization</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Government  <input type="checkbox"/> University         </div> <div> <input checked="" type="checkbox"/> Public organization  <input type="checkbox"/> Research institution         </div> <div> <input type="checkbox"/> Public corporation  <input type="checkbox"/> Others:         </div> </div> <p>■ Working Day/Hours: Monday – Friday (0730AM – 1630PM)</p> <p>■ Contact Person: Eliud Kitime (Head of Information Communication Technology and statistics Unit)</p> <p>■ Tel/Fax/E-mail: +255 7570479884; <a href="mailto:eliud.kitime@duwasa.go.tz">eliud.kitime@duwasa.go.tz</a></p> <p>■ Duty Station: DODOMA</p> <p>■ Major activities of the Organization: (Please list at least three)</p> <ol style="list-style-type: none"> <li>Production of Water, and Distribution to Dodoma Residents</li> <li>Removal of Wastewater through central sewerage system and cesspit emptier trucks</li> <li>Collection of revenues from water sales and sewerage disposal services as well as operate and maintain infrastructures for the sustainability of the service to consumers within the city.</li> </ol>	

- Major activities of the department where WFK – Advisor/TPC will be dispatched
  - Advise the Managing Director on all issues concerning ICT;
  - Develop ICT security policy and manage its implementation to ensure security by conducting periodic ICT system audits
  - Provide technical advice to the Authority on ICT and e-Government and e-Services;
  - Determine and design ICT infrastructure and identify requirements for establishing and operationalizing LAN and WAN;
  - Advise on hardware and software applications to be used in the Authority;
  - Develop recovery strategies for breakdown/loss of network facilities
  - Design and maintain ICT backup systems and equipment, maintain Authority's server, workstations and network;
- Experience of working with WFK – Advisor/TPC
  - ☐ Yes ☒ No
- If yes, please describe the tasks of WFK – Advisor/TPC
  - Conduct technical studies on current situation of local economy in the area
  - Bring in good practices on local development
  - Set up a pilot model for implementation

### Description of Tasks

- The tasks to be undertaken by the WFK – Advisor/TPC will be:
 

*(Describe the overall objectives of the task, why this task is needed and what the expert will do)*

  - Summary:
    - The expert shall assist local experts in the overall operations of systems and infrastructures and upgrade their skills with new technologies and equipment currently in the world.
    - Moreover, on IT and other instrumentation issues, the expert shall learn the technology that was used in the past and advice on the new and compatible technology that can be adopted by local experts which shall be user friendly to the authority experts and sustain daily operations with optimum utilization of knowledge.
    - Furthermore, the expert shall share the experience and expertise acquired from his/her vast and past experience and exposure so that local experts can learn and develop.



- WFK shall support the staffs from ICT unit and Other departments to attend training and sit for certifications on Cisco Certified Network Associate (CCNA), Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM)

■ Responsibilities of WFK – Advisor/TPC *(Please mark all that apply and type in detail)*

☒ Technical support

- To provide technical advisories and exchange of experiences
- To develop operational manuals for the authority on different aspects of expertise and technology

☒ Training of local staff

- To develop skills in local staff in executing daily activities of the authority with efficiency and clarity.

### Expected Results/Output

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

- A creation of operation manual for the authority including standard working procedures.
- Improved knowledge and skills of local staff that can later operate the systems on their own after the expert departure and automate some manual operations.
- Use of technological gadgets that will ease the operations of the authority.

### Required (Preferred) qualifications of WFK – Advisor/TPC

*(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      ☒ Master's Degree      ☐ Doctor's Degree

- Master's degree or equivalent in relevant fields of expertise

- \* 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 relevant area
- Minimum 2 years of professional experience in developing countries and Internationally, preferably in institutional and policy support projects.

■ **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 qualifications for the task)

- **Excellent inter-personal and communication skills**

**Description of the Workplace**

<p>■ <b>Location of the workplace</b></p>	<p>- <u>0-30</u> Km from the capital city</p> <p>- <u>30 minutes</u> hours by <u>car</u> (transportation)</p>		
<p>■ <b>Information on the co-worker who will work closely with the WFK-Advisor</b></p>	<p>1. Full Name (Mr.): <b>Eliud Kitime</b></p> <p>- Position/Work area: <b>Head of ICT,</b></p> <p>- Tel/E-mail: <b>+255 757479884; <a href="mailto:eliud.kitime@duwasa.go.tz">eliud.kitime@duwasa.go.tz</a></b></p> <p>- English Language Skill:</p> <p><input type="checkbox"/> Basic      <input type="checkbox"/> Intermediate      <input checked="" type="checkbox"/> Advanced</p> <p>2. Full Name (Eng.): <b>Peter Shemwelekwa</b></p> <p>- Position/Work area: <b>Manager, Water Production</b></p> <p>- Tel/E-mail: <b>+255 746598496; <a href="mailto:peter.shemwelekwa@duwasa.go.tz">peter.shemwelekwa@duwasa.go.tz</a></b></p> <p>- English Language Skill:</p> <p><input type="checkbox"/> Basic      <input type="checkbox"/> Intermediate      <input checked="" type="checkbox"/> Advanced</p>		
<p>■ <b>Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC</b> (Please mark on the box)</p>	<p><b>Items</b></p>	<p><b>Available</b></p>	<p><b>Not available</b></p>
	<p>Housing</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Transportation</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Others</p>	<p><input type="checkbox"/> PC      <input checked="" type="checkbox"/> Printer</p> <p><input checked="" type="checkbox"/> Internet access      <input type="checkbox"/> Phone</p> <p><input checked="" type="checkbox"/> Air Conditioning      <input type="checkbox"/> Heater</p> <p><input type="checkbox"/> Desk      <input type="checkbox"/> Chair      <input type="checkbox"/> Bookshelf</p> <p><input type="checkbox"/> Others ( )</p>	



*\* 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.*

12/05/2023

(Date of filling out the form)

Eng. Emmanuel C. Mwakabole

(Name of the person in charge)

Director Water Supply and  
Sanitation Services Management

(Position of the person)

