



< Attachment 1 >

**JOB DESCRIPTION of World Friends Korea(WFK)**  
**-Advisor & Techno Peace Corps(TPC)**

※ Please complete the form and mark on the box.

General Information	
■ Expert Title	<input type="checkbox"/> ❶ KOICA advisor <input checked="" type="checkbox"/> ❷ NIPA advisor <input type="checkbox"/> ❸ Techno Peace Corps
■ Area of expertise	Broadcasting Technology
■ Job Title	Light engineer
■ Location, Country	Ulaanbaatar, Mongolia
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name : <i>Mongolian National Public Radio and Television</i>            - Requesting Department : <i>Lighting section of the technical department</i></p> <p>■ Type of Organization  <input type="checkbox"/> Government    <input checked="" type="checkbox"/> Public organization    <input type="checkbox"/> Public corporation  <input type="checkbox"/> University    <input type="checkbox"/> Research institution    <input type="checkbox"/> Others :</p> <p>■ Working Day/Hours : flexible ( 9am-18pm )</p> <p>■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i></p> <ul style="list-style-type: none"> <li>• Bolormaa Tsedev-Training officer</li> <li>• Zandmaa Tumurbaatar- General engineer</li> <li>• Tuvshinbayar Baatar- specialist of foreign relations department</li> </ul> <p>■ Tel/Fax/E-mail : <a href="mailto:bolor_001@yahoo.com">bolor_001@yahoo.com</a>, <a href="mailto:Batochirnasanjargal2017@gmail.com">Batochirnasanjargal2017@gmail.com</a>, <a href="mailto:foreign-relations@mnb.mn">foreign-relations@mnb.mn</a></p> <p>■ Duty Station : Address: MNB, MNPRT Building, Bayangol district, Khuvisgaliin Zam 3 Ulaanbaatar-11, 210524 Mongolia (Website: <a href="http://www.mnb.mn">www.mnb.mn</a>)</p> <p>■ Major activities of the Organization : <i>(Please list at least three)</i></p> <ul style="list-style-type: none"> <li>- to provide information, entertain and educate the public</li> </ul>	



- to respect public's right and legal interests
- to broadcast its program nationwide

■ **Major activities of the department where WFK – Advisor/TPC will be dispatched**

- to improving the workplace competence and skills of employees
- to ensure that programs airing are satisfied professional and technical qualification
- to improve artists and staff's qualification and skill
- to improve abilities of artist and staff's on the technical equipment

■ **Experience of working with WFK – Advisor/TPC**

☒ Yes      ☐ No

■ **If yes, please describe the tasks of WFK – Advisor/TPC**

- Advise and provide professional assistance on lighting equipment
- Propose technological solutions to strengthen the system
- Review existing systems and recommend improvements
- Advise on hardware to meet organizational needs
- be able to make light settings that meet the requirements
- Experience working in the lighting sector for shows and movies
- Maintains safety in the workplace
- Able to work in mass programs
- Experience as a lighting director is preferred

### 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 doing)*

- **Summary :** The experts will assist local artists and staffs to improve their skill and qualification and to learn their know-how in respect of modern advanced technology and qualification. Moreover, the expert will advise on improvement of certain programs and cooperate with them.

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

☐ **Policy making and Strategic planning** *(Only for the Advisor )*

- Public administration work quality
- Public policy management (strategic planning, operational planning, audit, evaluation, etc)

☐ **Technical support**

- Advanced necessary technical equipment





- Basic documents

☐ **Training of local staff**

- Implement of programs and technical equipments
- Organizing daily workshop
- Monitoring teamwork performance and solve problem

☐ **Other**

-

### Expected Results/Output

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

- local staff's abilities will improve on working station
- abilities will improve on technical equipments and way to treat on it
- artists and staff's will learn from foreign experienced experts
- to acquire the necessary knowledge and abilities of the equipments based on the situation

### 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

- *ex) Master Degree in Agricultural Economics)*
- Engineers and experts with a master degree or than higher

\* **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 5 years of experienced in relevant area
- minimum 2 years experienced of professional experience in developing countries and internationally, preferably in broadcasting station
- high level knowledged and experienced in lighting and sound engineering
- Support for the establishment or upgrading of IT system of partner countries that are reliable and compatible and able to meet the requirements of international standards, training of users





\* 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 qualifications for the task)

- excellent inter-personal and communication abilities
- proficiency in programming and technical equipments
- well team management

**Description of the Workplace**

■ Location of the workplace	- <u>5</u> km from the capital city - <u>20-30</u> minutes by <u>car</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Ms. Zandmaa Tumurbaatar Ms. Bolormaa Tsedev - Position/Work area : General Engineer Training officer - Tel/E-mail : <a href="mailto:tzandmaa@gmail.com">tzandmaa@gmail.com</a> <a href="mailto:bolor_001@yahoo.com">bolor_001@yahoo.com</a> - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC (Please mark on the box)	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	✓
	Transportation	<input type="checkbox"/>	✓
	Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Desk	<input checked="" type="checkbox"/> Printer <input type="checkbox"/> Phone <input type="checkbox"/> Heater <input checked="" type="checkbox"/> Chair <input type="checkbox"/> Bookshelf





	<input type="checkbox"/> Others( )
<b>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment</b> (Living conditions, weather, allowance, other comments, etc.)	
<b>■ Photos (if possible)</b>	

\* 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.

1st May 2023

(Date of filling out the form)

Burenbaatar. A

(Name of the person in charge)

General Director.

(Position of the person)

Signature with official stamp

