Ministry of Foreign Affairs
Republic of Korea

WORLD FRIENDS KOREA

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

General Information	
■ **Expert Title**	☐ ❶ **KOICA advisor** ☑ ❷ **NIPA advisor** ☐ ❸ **Techno Peace Corps**
■ **Area of expertise**	**ICT (Information and Communication Technology)**
■ **Job Title**	ICT expert
■ **Location, Country**	Tunis, Tunisia
■ **Number of Expert**	1
■ **Duration**	**12 months**

Detailed information of the requesting organization

■ **Organization Name:** CNI

        (Centre National de L'informatique, National Center of Information)

-    **Requesting Department:**
-    **Office Name:**

■ **Type of Organization**

    ☐ **Government**   ☑ **Public organization**   ☐ **Public corporation**

    ☐ **University**   ☐ **Research institution**   ☐ **Others:**

■ **Working Day/Hours:**

Monday to Friday / 08:15 to 17:00

■ **Contact Person:** *ZAIER IMED*

■ **Tel/Fax/E-mail :**
- Tel : (+216) 98 579 704

- Fax : (+216) 71 781 862

- Email: izaier@cni.tn

■ **Duty Station**: Direction of Network and security

■ **Major activities of the Organization:** *(Please list at least three)*

The National Center of Informatics is a public administrative body with legal personality and financial autonomy. It was established on December 30, 1975.

The CNI is an institution under the authority of the Ministry of Communication Technologies. It operates in the fields of IT and communication technologies and is certified in accordance with ISO 9001-2015.

Core activities:

The CNI mainly provides support to public administrative structures in implementation, deployment and operation of IT systems. It carries out the following activities:

I/ Delegated project management

-Delegated project management and project management

II/ Research &Consulting

II.1/ IT system

- IT system audit;

- Opportunity study, preliminary study, organizational study;

- Preparation of IT master plans, terms of reference, specifications and action plans;

- Assistance in opening of tenders

II.2/ Networking and security

- Networking and security study;

- Assistance in network reception and installation;

- Developing network and security specifications

- Assistance in sorting

- Technical guidance and advice

III/Development

- Development and maintenance of information systems;

- Training on information systems developed by CNI

IV/System hosting

- Server hosting

- Hosting of applications and data with or without operation

V/ Backup and business continuity

- Ensuring operating continuity of national applications in case of a disaster

- Ensuring continuity of services provided to users

- Assisting other institutions to establish backup solutions

- Hosting platforms of its customers (dedicated services)

- Providing advisory services to develop business continuity plans (BCP),

- Disseminating know-how in backup and BCP

VI/ Training & certification

- Training on national applications

- Expertise seminars

- Continuing education

- Training for qualifications

- Work experience and internship

VII/ Deployment of applications and user support:

- CNI deploys applications developed for the administration in view of their operation.

- Deployment can be made on-site or in the offices of CNI

- CNI makes available to users assistants to initiate them to the proper operation of these applications.

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

- Managing National private network

- Studies in the domains of security and network

- Technical guidance and advice

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

☑ **Yes**   ☐ **No**

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

- The advisor was active from January 2019 to December 2020

- The advisor was involved in:

　1) Advising on policy and strategy development

　2) Advising and consulting on KOICA government's project

　3) Technical support

　4) Strengthening capacities of local employees

Description of Tasks

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

Advising on policy and strategy development

- Advising on information center operation policies and strategies development

- Advusing&Consulting on the establishment of policies and strategies for promoting ODA cooperation projects provided by Korean government

Technical Support

- Consulting and Advising on technical regulations, specifications and details

- Technical support for information system and network security system naintenance and improvement

- Supporting, Consulting and Advising in obtaining ISO 27001, 22301 certification

- Offering advise and technical support regarding regulations and details related to the Korean government's ODA cooperation projects

Support for local employee training and capacity building

- Supporting for local employees in learning the latest trends in ICT field

- Strengthening capacities targeting CNI's local employees

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

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

- Advising on information center operation policies and strategies development

- Advising&Consulting on the establishment of policies and strategies for promoting

ODA cooperation projects provided by Korean government

☑ **Technical support**

- Consulting and Advising on technical regulations, specifications and details

- Technical support for information system and network security system naintenance and improvement

- Supporting, Consulting and Advising in obtaining ISO 27001, 22301 certification

- Offering advice and technical support regarding regulations and details related to the Korean government's ODA cooperation projects

☑ **Training of local staff**

- Supporting for local employees in learning the latest trends in ICT field

- Strengthening capacities targeting CNI's local employees

☑ **Other**

- The experts will mainly perform overall tasks related to the Korean government's ODA cooperation projects.

- Communicate actively with employees and maintain good interpersonal relationships.

Expected Results/Output

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

- Establish information center operation policy and strategy

- Establish policies and strategies for Korean government's ODA cooperation projects

- Improve the quality of plans for technology and system establishment

- Improve the network security and information system

- Improve maintenance of network security and information system

- Strengthen capacity of CNI's employees

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**

- Bachelor or Master's or Doctor's Degree in __ICT-__

* **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)*

- More than 10 years experience in ICT field

* **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)*

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

- French or Arabic speaker preferred(not required)

- A person who has a good communication skills and willingness to communicate with employees is preferred

Description of the Workplace

■ **Location of the workplace**	Located in capital city(Tunis)		
■ **Information on the co-worker who will work closely with the WFK-Advisor**	- Full Name : Mr. Mohamed DRIDI - Position/Work area: Director - Tel/E-mail: dmohamed@cni.tn - English Language Skill: ☐ Basic ☑ Intermediate ☐ Advanced		
■ **Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC** *(Please mark on the box)*	**Items**	**Available**	**Not available**
	Housing	☐	☑
	Transportation	☐	☑
	Others	☐ PC ☑ Internet access ☑ **Air** Conditioning ☑ Desk ☑ Chair ☐ Others(	☐ Printer ☐ Phone ☐ Heater ☐ Bookshelf)

■ Other information that may help the WFK-Advisor/TPC adapt to the local environment *(Living conditions, weather, allowance, other comments, etc.)*	
■ **Photos** (if possible)	

* 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.

05/06/2023
(Date of filling out the form)

Zaier Imed
(Name of the person in charge)

Director
(Position of the person)

Signature with official stamp