



< Attachment 2 >

< SAMPLE of Job Description of WFK-Advisor >

General Information	
<b>■ Expert Title</b>	<input type="checkbox"/> ❶ KOICA advisor <input checked="" type="checkbox"/> ❷ NIPA advisor <input type="checkbox"/> ❸ Techno Peace Corps
<b>■ Area of expertise</b>	ICT
<b>■ Job Title</b>	ICT Expert in Renewable Energy
<b>■ Location, Country</b>	Khumaltar, Lalitpur
<b>■ Number of Expert</b>	1
<b>■ Duration</b>	12 months
Detailed information of the requesting organization	
<b>■ Organization Name : Nepal Academy of Science and Technology (NAST) under Ministry of Education, Science and Technology</b> - Requesting Department : Faculty of Technology - Office Name : Nepal Academy of Science and Technology (NAST)	
<b>■ Type of Organization</b> <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> University <input type="checkbox"/> Research institution <input type="checkbox"/> Others :	
<b>■ Working Day/Hours : Sunday to Friday/10:00am to 5:00pm/7hrs</b>	
<b>■ Contact Person : Dr. Rabindra Prasad Dhakal, Faculty Chief, Faculty of Technology</b>	
<b>■ Tel/Fax/E-mail : 977015550813,977-9851087714</b> dhakalrabindra3@gmail.com/rabindra.dhakal@nast.gov.np	
<b>■ Duty Station : Khumaltar, Lalitpur, Kathmandu</b>	
<b>■ Major activities of the Organization : (Please list at least three)</b> - Advancement of science and technology for all-round development of the nation - Preservation and further modernization of indigenous technologies - Promotion or research in science and technology - Identification and facilitation of appropriate technology transfer	



- **Major activities of the department where WFK – Advisor/TPC will be dispatched**
  - Carry out research for further development and transfer of new as well as traditional technologies in Nepal
  - ICT awareness, curriculum development, organize training classes to high school teacher, student, community people and ICT aspirants
  - Carry out technologies research related to renewable energies such as Solar Energy, Bio-energy, wind energy, small hydro, information communication technology and waste to energy
  - Organize policy dialogues, seminars, workshops, trainings and conferences involving national and international experts and stakeholders to keep pace with the global trend of ICT or general technological development.
  - Carry out technologies research on ICT , Renewable Energy Technology, Disaster Risk Management, Instrumentation and nanotechnology
  - Promote the technology innovation, incubation and transfer along with information technology

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

Yes  No

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

- To strengthen of information communication technology (ICT) in the country as whole
- To help in Capacity building of Science Teachers and Other Professions
- To help in Capacity building on renewable energy technologies (as for alternative candidate)
- To enhance data management system
- To upgrade broadband internet connectivity

**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 overall objectives of the tasks of the WFA Advisor are to develop and strengthen the ICT capacity in Nepal Academy of Science and Technology.**

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

**Policy making and Strategic planning**

- To realize meetings with technologists in order to establish strategic plan to support



**the sector of ICT**

-To develop curriculum, take some classes for training, orientation to ICT clustered visitors

**Technical support**

- To provide technical advisors and exchange of experiences

-To develop operational manuals for the faculty of technology, NAST

**Training of local staff**

- To develop skills of technologies in the theme of ICT and others

**Expected Results/Output**

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

- Strengthen of information Communication Technology of Renewable Energy

-Enhancement of internet of the organization

-Establishment of internet based planning and management information system (MIS)

-Contribute to enhance of ICT literacy and reduce the digital gap

**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 Engineering**

\* **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 or academy.**

■ **Language : English**

*(Official business language will be English. If your organization requires the use of other languages, please provide reasons)*

- **Reasons :**

-**South Korea is Robust on ICT sector**



-Information access centre has been established at NAST in collaboration with NIA, Ministry of Science and ICT, South Korea

-Hence, The NIPA advisor will make the centre more functional and effective, and make our staff more professional on this sector

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

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

**Description of the Workplace**

■ Location of the workplace  
- 5.2 Km from the capital city  
- 20 minutes from KOICA by car/private vehicle (transportation)

■ Information on the co-worker who will work closely with the WFK-Advisor  
- Full Name (Mr./Ms.) :Manoj Shah  
- Position/Work area : **Technical Officer/NAST/managing the IAC**  
- Tel/E-mail : mkshah678@gmail.com  
- English Language Skill :  
 Basic       Intermediate       Advanced

■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC ( <i>Please mark on the box</i> )	Items	Available	Not available
	Housing		<input type="checkbox"/>
Transportation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others		<input checked="" type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater <input type="checkbox"/> Desk <input type="checkbox"/> Chair <input type="checkbox"/> Bookshelf <input type="checkbox"/> Others(                      )	

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





April 27, 2023

(Date of filling out the form)

Dr. Mahesh Kumar Adhikari

Secretary

Signature with official stamp

