



< 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"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	ICT Policy, E-Government, Educational Information
■ Job Title	ICT Specialist
■ Location, Country	Padang, West Sumatra, Indonesia
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : Ministry of Industry - Requesting Department : BSKJI Kementerian Perindustrian - Office Name : Balai Standardisasi dan Pelayanan Jasa Industri Padang	
■ Type of Organization <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 :	
■ Working Day/Hours : 5 days a week/ 7 hours 30 minutes daily	
■ Contact Person : Rahmi Nur Fitria	
■ Tel/Fax/E-mail : + 62-82385367088 / bspjipadang@kemenperin.go.id - rahminurfitria@gmail.com	
■ Duty Station : Jl. Raya LIK No. 23 Ulu Gadut, Kota Padang, Sumatera Barat, Indonesia	
■ Major activities of the Organization : (Please list at least three)	



- Testing laboratory
- Product certification - supports industry to produce the products that apply Indonesian National Standard (SNI)
- Develop strategies to increase the value of local agricultural products by applying innovation and technology

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

- Implement educational models based on the use of ICT for knowledge management and innovation
- Strengthening of institutional capacities through the IT management, to improve the access of the citizen to the services provided.

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

☐ Yes ☐ No

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

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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 general objectives of the advisor will be to share knowledge especially in information, communication technology, diagnose current situation of ICT usage to improve public services, giving recommendation on good ICT usage that can be implemented to industrial services sector.

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

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

- Need assessment on establishment of e-government and ICT
- Sharing best practices and strategies to improve ICT in institutional capacities
- Designing proposed e-government and ICT based on need assessment and best practices



☒ **Technical support**

- Provide technical advice and accomplish workshops with IT staff/ local staff
- Knowledge sharing
- Troubleshooting
- IT security
- IT infrastructure

☒ **Lecturing**

- Training need assessment
- Recommend appropriate training methodology
- Experience sharing

☒ **Training of local staff**

- Appropriation of the ICT strategy with the professionals of the sector.
- Field accompaniment to IT staff in the process of adopting the implementation of ICT strategy.
- Benchmarking in Korea at related organization

Expected Results/Output

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

- Manage IT infrastructure and network technology
- Arrange ICT policy
- Establishment of e-government
- Create a technical document containing the strategy description, as well as its application framework, timeline of activities, action plan, recommendations and impact analysis of it
- A strategy for the Exchange of knowledge and educational experience between nations

Required(Preferred) qualifications of WFK – Advisor/TPC

■ **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

*** 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)

- Expert in application development of ICT
- Expert in maintenance of software and hardware

Description of the Workplace

■ **Location of the workplace**

- 14 km from the capital city
- 20 minutes by car (transportation)

■ **Information on the co-worker who will work closely with the WFK-Advisor**

- Full Name (Mr./Ms.) : Rahmi Nur Fitria
- Position/Work area : IT Staff, Industrial Services Department
- Tel/E-mail : + 62-82385367088 / bspjipadang@kemenperin.go.id - rahminurfitria@gmail.com
- 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Desk <input checked="" type="checkbox"/> Chair <input checked="" type="checkbox"/> Bookshelf <input type="checkbox"/> Others()	

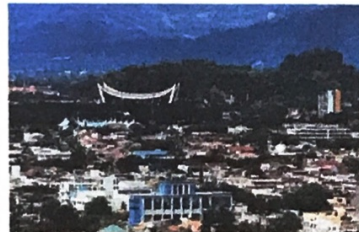
■ **Other information that may help the WFK-Advisor/TPC adapt to the local environment**

(Living conditions, weather, allowance, other comments, etc.)

Padang is a small town on the west coast of Sumatra. Lots of delicious culinary destinations are easy to find here. Padang has a tropical climate with an average temperature of 27 - 32°C. It's not an expensive city.



■ 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.*

26-04-2023

(Date of filling out the form)

M. Nilzam

(Name of the person in charge)

Director of BSPJI Padang

(Position of the person)



Signature with official stamp