



< Attachment 2 >

< SAMPLE of Job Description of WFK-Advisor >

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	ICT
■ Job Title	Data Center Electric Expert
■ Location, Country	Makwanpur-Hetauda, Nepal
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name : National Information Technology Centre</p> <ul style="list-style-type: none"> - Requesting Department : N/A - Office Name : National Information Technology Centre <p>■ Type of Organization</p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Government <input type="checkbox"/> University </div> <div> <input 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 : Sunday to Friday/10:00am to 5:00pm/7hrs</p> <p>■ Contact Person : Mr. Pradip Sharma Paudel, Executive Director</p> <p>■ Tel/Fax/E-mail : 01-4211917,4211527/info@nitc.org.np</p> <p>■ Duty Station : Singhadurbar, Kathmandu</p> <p>■ Major activities of the Organization : (Please list at least three)</p> <p>Government ISP and network service provider</p> <ul style="list-style-type: none"> -Technical Directorate of e-government program of Nepal -Operation and management of government data center -Server co-location -Singhadurbar Optical fiber ring maintenance 	



-ICT Consultancy to all government organization

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

- Guide in establish a basis of electricity infrastructure in DC of Hetauda

- Assist/guide in effective electronic utilization of DC

- Guide in effective Data Centre electricity operation base on benchmarks, standardization and on the practices

- Assist/Guide in efficient DC infrastructure resources management of DC of Hetauda

■ Experience of working with WFK – Advisor/TPC

☒ Yes ☐ No

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

- Consult and Coordinate DR (Disaster Recovery) Centre implementation project

- Analysis and guide national IT service operation approach

- Indicative and quantitative raise in efficiency of Data Centre

- Prepare other relevant documents

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 :

Suggest efficient methods/means for electric power fluctuation and/or power shutdown

Guide/suggest in electric infrastructure improvement of DC in place and operational

- Consult in electric infrastructure operational methods of DC henceforth

- Training and education for building up NITC staffs-electricity field

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

☒ Policy making and Strategic planning

- Assist to develop strategy to maximize the use of existing resources

- Consult developing future plan in the field of electric power to accommodate exploding ICT infrastructure (server, storage, N/W devices)

- Help in organization's term and short term planning based on the practices



☒ **Technical support**

- Exchange of practical knowledge and information based on DC experience operation
- Help/Assist in the electricity related resources of DC for improvement of ability

☒ **Training of local staff**

- Train the the related engineers to achieve the above mentioned goal

Expected Results/Output

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

- Result report of effective electricity infrastructure operation of DR (Disaster Recover) Center, @ Hetauda
- Documentation of Strategy and action plan for improvement of electricity infrastructure of NITC

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's degree or equivalent in the field of electricity

* 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 year experience in relevant area

■ **Language : English**

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

- Reasons :


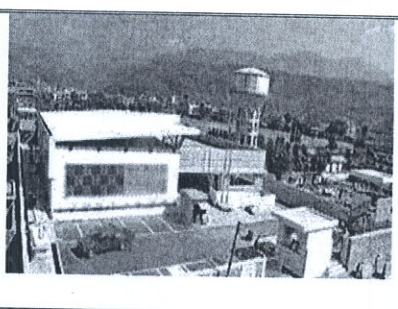
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■ **Other Requirements***(Identify desired skills or qualifications for the task)*

- Excellent inter-personal and communication skills



Description of the Workplace			
■ Location of the workplace	- <u>100</u> Km from the capital city - <u>6-7hrs</u> from KOICA by <u>car/private vehicle</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Mr. Ramesh Prasad Pokharel - Position/Work area : Assistant Director - Tel/E-mail : ramesh@nitc.gov.np, rakeshpok@gmail.com - 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)	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 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.)	4 seasons Average temperature in winter season is above zero degree		
■ 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.



May 11, 2023
(Date of filling out the form)



Ministry of Foreign Affairs
Republic of Korea



Radip Sharma Pansel
(Name of the person in charge)

executive director
(Position of the person)

psp uf
Signature with official stamp

