

< 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 checked="" type="checkbox"/> ① KOICA advisor <input type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	Policy Development
■ Job Title	Sports Technical Director
■ Location, Country	Accra, Ghana
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name : <i>Ministry of Youth and Sports</i></p> <p>- Requesting Department : <i>National Paralympic Committee</i></p> <p>- Office Name : Administration</p> <p>■ Type of Organization</p> <p> <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 :         </p> <p>■ Working Day/Hours : (5days) Monday – Friday (8:00am – 5:00 PM)</p> <p>■ Contact Person : IGNATIUS ELLETEY</p> <p>■ Tel/Fax/E-mail : 0242726287 / elleteyignatius@yahoo.com</p> <p>■ Duty Station : Accra</p> <p>■ Major activities of the Organization : (Please list at least three)</p> <p>- Para sports development and promotion</p> <p>- Representation at nation and international events such as training programs,</p>	

competitions and conferences.

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

- Planning, budgeting, and organization of competitions, training programs and conference.

- Provide administrative support to the organization

■ Experience of working with WFK – Advisor/TPC

☐ Yes ☒ No

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

### 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 : Provide technical training, event organization and administrative support

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

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

- Provide technical expertise and advise to management on policy formulation and strategic planning

- Help develop policy recommendation and strategic plan for the organization

☒ Technical support

- Develop and implement technical strategies

- Provide advice on best practices

☒ Research

- Provide research guidelines on research projects

- Review research proposals and identify research priorities

☒ Lecturing

- Facilitate training courses

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☒ Training of local staff

- Training of coaches, classifiers, and officiating officials

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☐ Other

-

### Expected Results/Output

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

- Improve policy delivery and technical system and infrastructure
- Enhance technical capacity of staff and partners

### 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

- Masters in Sports Management / Development
- Masters in Physical Education and Coaching

■ Required Work Experience*(Specify work experience required for the experts)*

- At least 10 years experience

■ 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 oral and written communication skills

### Description of the Workplace

*\* 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<sup>th</sup> April 2024

IGNATIUS ELLETEY

NPCs RELATIONS/ADMIN  
DIRECTOR

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Signature with official stamp

*For:*

