



< 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	<i>Accra, Ghana</i>
■ Number of Expert	<i>1</i>
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Youth and Sports</i> - Requesting Department : <i>National Paralympic Committee</i> - Office Name : Administration	
■ 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 : (5days) Monday – Friday (8:00am – 5:00 PM)	
■ Contact Person : IGNATIUS ELLETEY	
■ Tel/Fax/E-mail : 0242726287 / elleteyignatius@yahoo.com	
■ Duty Station : Accra	
■ Major activities of the Organization : <i>(Please list at least three)</i> - Para sports development and promotion - Representation at nation and international events such as training programs,	



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



Ministry of Foreign Affairs
Republic of Korea



Signature with official stamp

For:

A handwritten signature in blue ink, appearing to be 'B. S. Park', written over a circular official stamp.

