

Korean Consultant Terms of Reference

Inter-American Investment Corporation

Objective of the consultancy

The purpose of this position is to support the activities related to technical assistance programs carried out for companies in Latin America and the Caribbean. Specifically, the consultant will assist with the development of TAS strategic programs.

Main Activities

- Work as a Consultant in IIC's Technical Assistance and Strategic Partnership Division under a one year consulting contract.
- Work primarily on the FINPYME *ExportPlus* program in Central America and the Caribbean.
- Assist with the development of other programs. These would be FINPYME *Technical Assistance*, FINPYME *Family Business*, FINPYME *Integrity*, GREENPYME. Should priorities shift, the Consultant could also work on other TAS initiatives.
- Support the building of a database of Korean consultants who could be called upon to provide technical assistance for these four programs.
- Assist in the design of TAS programs to be carried out in each country of Latin America and the Caribbean, with an emphasis on organizing workshops, technical assistance projects, and case studies.
- Assist in the logistics and administrative issues related to the implementation of the programs in each country.
- Prepare reports and presentations, and respond to requests made from local governments and local private sector organizations.
- Assist in any other needed activities carried out by the Division.
- Provide support in the preparation of a knowledge management platform for TAS.

Deliverables

- Final report including achievements and lessons learned upon completion of contract.
- Other deliverables as required.

Requirements

- Applicants must be Korean citizens.

Academic Degree

- Master's degree in Business Administration, Finance, Economics, Accounting, or similar field.
- Preferably, the Consultant should have, or currently be pursuing, a degree on Knowledge Management, or other related discipline.

Experience

- Minimum of 1 year of relevant private sector experience preferably in the context of Latin America and the Caribbean. Experience in developing, implementing, managing and overseeing document management, content and knowledge management systems a plus

Languages

- Candidates must have a strong command of the English or Spanish language. (Written and spoken).

Skills

- The Consultant should be able to multi-task and be highly organized.
- Ability to act independently, creatively, and under own initiative.
- Should have a clear understanding of development issues in Latin America and the Caribbean.
- Ability to work independently and meet deadlines.
- Ability to work as part of a team under pressure and with tight deadlines.
- Ability to work in a multicultural environment.
- Organizational skills; ability to define priorities.
- Proficiency with MS Office applications, database creation, and preparation of power point presentations.
- Practical experience in Microsoft Share Point and knowledge /document management is highly desirable
- Web-programming / website design experience a plus.

The IIC will offer a 12-month consulting contract, which may be renewed for an additional twelve months, and compensation commensurate with academic level and experience, plus insurance. A round trip coach airline ticket will be covered by the IIC from the place of hire to Washington, D.C.

It is expected that the consultant will be hired in July, 2013