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Ministry of Industry, Science, Technology & Innovation

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Phnom Penh, 29 March 2023

To: **Mr. Rho Hyunjun**
KOICA Country Director of Cambodia

Dear Mr. Rho Hyunjun,

This letter represents the intent of the General Department of Science, Technology & Innovation (GD/STI) of Ministry of Industry, Science Technology & Innovation (MISTI) to submit 2 proposal forms from GD/STI for the program “WORLD FRIENDS KOREA” ADVISORS & TECHNO PEACE CORPS to the KOICA Cambodia, via Dr. Ly Sokny, Director of Department of Science Technology and Innovation Cooperation, and GD/STI as Focal Point.

The request for Korean advisor to GD/STI will be very crucial to enhance the capacity of our Ministry’s Officials and mutual understanding of the two countries.

I, strongly believe that KOICA Cambodia would support this proposal to dispatch Korean experts to GD/STI.

Please accept, Mr. Rho Hyunjun, the assurances of my highest consideration. 

For, Minister of Ministry of Industry, Science, Technology & Innovation

Secretary of State



Dr. Heng Sokkung



**“WORLD FRIENDS KOREA”
ADVISORS & TECHNO PEACE CORPS**
Korea International Cooperation Agency
National IT Industry Promotion Agency
National Research Foundation of Korea

The Government of the Republic of Korea is pleased to inform you that it has set up a “**World Friends Korea(WFK) Advisors & Techno Peace Corps(TPC)**” to dispatch to your country Korean experts with many years of experience in various fields. The program is aimed at providing support for the socioeconomic development of your country in the area of the exploration and planning of development projects, as well as technological and managerial consultation for the promotion of such projects.

The procedure of the program consists of the 4 steps as listed below. In general, it takes approximately 6 months from the initial survey of demand to the actual placement of experts. For this reason, the experts are dispatched every half year. (the TPCs are dispatched every year)

Steps	Contents	Expected period
1. Demand Survey	Demand survey via diplomatic channels	Nov. 2022
2. Planning	Planning	Dec. 2022
3. Recruitment	Preliminary application → Document examination → Interview → Medical examination → Selection	Jan. ~ Apr. 2023
4. Preparatory Training, Dispatch	14 days of training in Korea Dispatch	May. 2023

The implementing agencies are the Korea International Cooperation Agency (KOICA) under the Ministry of Foreign affairs, National IT industry Promotion Agency (NIPA) under the Ministry of Trade, Industry and Energy and National Research Foundation of Korea(NRF) under the Ministry of Science and ICT.

The attached Job Description is designed to ask your government the needs and the results expected by your government from the WFK program. Please fill out the attached form in detail and submit it to the KOICA Cambodia Office **by 28, November 2022**.

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. Full requirements and procedures will be announced at a later date. Thank you for your cooperation.

*** Guide for writing Job description**



1. You should submit a Job Description for each expert.
2. The general information of Korean experts to be dispatched for WFK-Advisor/Techno Peace corps(TPC) are the following

Expert Title	WFK-Advisor		WFK-Techno Peace corps(TPC)
	① KOICA Advisor	② NIPA Advisor	
Implement Agency	Korea International Cooperation Agency (KOICA) under the Ministry of Foreign affairs	National IT industry Promotion Agency (NIPA) under the Ministry of Trade, Industry and Energy	National Research Foundation of Korea(NRF) under the Ministry of Science and ICT.
Category	Advisor		Volunteer
Responsibilities	Policy making and Strategic planning, Technical support, etc		Research, Lecturing, etc
Workplace	Mainly Public Institution, Government Organization		Mainly University, Research Institution
Sector	Public Administration, Education, Health Agriculture, Forestry and Fisheries	Information Communication, Industrial Technology, Energy Resources, Trade/Investment, Local/regional Development	Science & Technology.
Background	More than 10(ten) years working experience in a relevant area		Specialists who have majored in the relevant fields (Priority given to holders of a Ph.D. or Master's degree)
Language	Intermediate or above level of proficiency in oral and written English		
Duration	1(one) year (Extend up to 3(three) years)		

3. Job title : You can refer to the attachment 3. List of sector and choose one job title of experts in the list. The job title must accurately describe the job to be performed by the expert.
4. Please describe tasks and duties of WFK-Advisor/TPC as specifically as possible.
5. Once the experts are selected for your country, your organization should cooperate with Korean Implementing agencies by issuing visas, providing acceptance letters, etc.
The workplace (office and desk) must be offered for the experts.
6. Please fill out the form electronically using **Microsoft Word**.
(Hand-written form is often difficult to read and thus will not be accepted)



7. Please submit Job Description form to the KOICA Cambodia Office **by 28, November 2022**. Incomplete forms will not be accepted.
8. For your reference, we send the **attachment 2. Sample of Job description**.
Attachment 1. Job Description form of WFK-Advisors/Techno Peace Corps(TPC)
Attachment 2. Sample of Job description
Attachment 3. List of sectors of WFK-Advisor/TPC Program



< 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"/> ❶ KOICA advisor <input checked="" type="checkbox"/> ❷ NIPA advisor <input type="checkbox"/> ❸ Techno Peace Corps
■ Area of expertise	General Industrial Technology
■ Job Title	Specialist
■ Location, Country	Phnom Penh, Cambodia
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : Ministry of Industry, Science, Technology & Innovation (MISTI) - Requesting Department : Department of STI Cooperation - Office Name : STI local and International Cooperation	
■ 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 : 8h per day, Monday to Friday	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> Dr. Ly Sokny ■ Tel/Fax/E-mail : +855 15 555 678	
■ Duty Station : General Department of Science Technology & Innovation	
■ Major activities of the Organization : <i>(Please list at least three)</i> - Preparing strategic policy, roadmap, law and regulation to serve STI sector - Managing scientific discovery in order to serve the development of technologies	



industrial sector as well as other sectors that are on demand for implementation having characteristic as strategic promotion and support to technology, innovation, invention, and all new initiatives on science and digital technology in order to serve industrial sector and other.

- Promoting network of AI, robotic and automation
- Organizing/preparing activities relating to electronic industry for both hardware and software
- Preparing STI park
- Collaborating with relevant institutions responsible for STI and promoting participation of industry, support, and capacity improvement of SMEs as well as supporting big scale corporation to have higher innovation capacity.
- Strengthening and facilitating public service on important science and technologies such as industrial intellectual property right, national standard certification, and global concession recognition.
- Participating in international STI institutions and working together to assist to create and strengthen network for fund and human resource.
- Preparing mechanism for following up, monitoring, and evaluation of STI implementation policy.
- Promoting the development of smart technology and AI, space technology, cyberspace technology, and innovation ecosystem
- Preparing/Organizing/Participating all events relating to promotion, development and dissemination of industry, science, technology, and innovation matter

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

- Organizing/preparing activities related to promotion of science Technology and Innovation
- Preparing STI park
- Enhance collaboration and cooperation with different STI stakeholders to enhance networking, fund, and human resources.

■ 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 doing)

- Summary : **The overall objectives of the tasks of the GDSTI is to push and integrate STI in the country to align Cambodia’s STI Roadmap 2030 aiming to pursue Cambodia’s Vision 2030 & 2050.**



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

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

- To realize meetings with local actors (local government, public and private entities, universities, NGOs, international cooperation) in order to establish strategic alliances oriented to support the sector of STI

- To realize work agendas, timescales of activities and planning, seminars, workshops and conferences in the regional offices of the Ministry

- To establish mechanism that defines and strengthens the actions of the General Department of STI

- Collaboration framework with industrial and university framework

Technical support

- To provide technical advisories and exchange of experiences

- To develop operational manuals, strategic plan for the ministry about STI

activities

Research

- Policy brief/Policy recommendation for STI development in Cambodia

- Advisories on best practices of Korean industry and STI development

Lecturing

- To help build capacity of officials in regard to project proposal

Training of local staff

- To develop skills of public and private sector in the themes of Industrial Policy, Industrial Linkage, Industrial Cooperation Policy

Expected Results/Output

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

- A strategy on local and international cooperation in sector of STI

- A creation of alliances between public and private sector that allows the promotion of projects on promotion of STI

- A creation of an operations manual, collaboration framework, cooperation policy for departments to foster local STI development

- Strategic planning for local and international cooperation in the sector of STI

- To provide advisories to GDSTI in producing relevant policy/strategy/planning document



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

- Doctor's degree or equivalent in Science Technology & Innovation Development

* 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 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)*

- Excellent inter-personal and communication skills
- Knowledge of Khmer is an advantage, but not a requisite

Description of the Workplace

■ Location of the workplace	- _____ 4 _____ km from the capital city - _____ 0.5 _____ hours by _____ car _____ (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Dr. Ly Sokny - Position/Work area : Director, Director of Science Technology & Innovation Cooperation - Tel/E-mail : +855 15 555 678 - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
■ Administrative and	Items	Available	Not available



financial arrangements to be provided by your organization for the WFK-Advisor/TPC <i>(Please mark on the box)</i>	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Desk <input type="checkbox"/> Others(<input checked="" type="checkbox"/> Printer <input type="checkbox"/> Phone <input type="checkbox"/> Heater <input type="checkbox"/> Bookshelf)
Other information that may help the WFK-Advisor/TPC adapt to the local environment <i>(Living conditions, weather, allowance, other comments, etc.)</i>	Tropical (6months dry and 6month rain) Work with young and enthusiastic officials (majority is under 40) Majority of official is able to speak English Intermediates		
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.*

13 March 2023

(Date of filling out the form)

HENG SOKKUNG

(Name of the person in charge)

Secretary of State, Ministry of
Industry, Science, Technology &
Innovation

(Position of the person)



Signature with official stamp