



“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 Korean Embassy **by 30, 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		③ 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 Korean Embassy **by 30, 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

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	1. ICT Policy 2. Educational Information 3. R&D 4. General Industrial Technology
■ Job Title	ICT Specialist
■ Location, Country	Vientiane Capital, Laos
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name: Ministry of Technology and Communication - Requesting Department: Institute of Information and Communication Technology - Office Name:	
■ Type of Organization <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>	
■ Working Day/Hours: 08 Hours / Day	
■ Contact Person: Ph.D. Aromhack Saysanasongkham	
■ Tel/Fax/E-mail: dolazuke@gmail.com iict.pcf@gmail.com (856 20 588 54888)	
■ Duty Station: Head of Division	
■ Major activities of the Organization: (Please list at least three) <ul style="list-style-type: none"> - To develop curriculum of ICT including training courses on ICT for students and technical staff. - To enhance technical research and scientific research. - To conduct training courses on ICT for technical staff. 	

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

- To develop content of ICT subjects on new ICT technology.
- To guide and support R&D activities.
- To organize training courses on ICT technology.

■ Experience of working with WFK – Advisor/TPC

☒ Yes ☐ No

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

- Conduct technical studies on current situation of local ICT.
- Bring in good practices on ICT development.
- Conduct trainings and ICT lab for local staff and students.

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 WFA are to develop and strengthen the capacity of IICT teachers and staff contributing to development of Laos ICT sector facilitating its insertion to national, regional and international markets, increasing its competitive level.

■ 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 work agendas, timescales of activities and planning, seminars, workshops and conferences in IICT.
- To establish mechanism that defines and strengthens the actions of the local ICT development.

☒ Technical support

- To provide technical advisories on ICT and exchange of experiences.
- To develop ICT content manuals for the instructors in IICT.

☒ Research

- To research on appropriate ICT curriculum.
- To research on current local ICT technical level in each field.

☒ Lecturing

- To make plan and conduct lectures for staff once a month.

☒ Training of local staff

- To develop/train ICT knowledge and skills (Including R&D) in long-term and short-term



in accordance to ICT local development.

☒ Other

- To develop ICT technical content manuals of teaching and learning on ICT technology.

Expected Results/Output

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

- Completion ICT technical content manuals of teaching and learning on ICT technology.
- ICT knowledge and skills (Including R&D) in long-term and short-term in accordance of ICT local development are transferred to ICT staff.

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

- ex) Bachelors Degree in Agricultural Economics)

☒ Master's Degree or higher on ICT related field

- * 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 working 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)*

- Good inter-personal and communication skills.

Description of the Workplace



■ Location of the workplace	- <u>3</u> km from the capital city - <u>10</u> minute by <u>Car</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.): <u>Ph.D. Aromhack Saysanasongkham</u> - Position/Work area: <u>Head of Division</u> - Tel/E-mail: <u>dolazuke@gmail.com</u> <u>iict.pcf@gmail.com</u> <u>(856 20 588 54888)</u> - English Language Skill: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" 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.)			
■ 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.

25/11/2022

(Date of filling out the form)

Mr. Sayfon BOUTCHANTHALATH

(Name of the person in charge)

Director General of IICT

(Position of the person)

Signature with official stamp

