



**KOICA**

**nipa**

**NRF**

## **“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		③WFK-Techno Peace corps(TPC)
	①KOICA Advisor	②NIPAA Advisor	
<b>Implement Agency</b>	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.
<b>Category</b>	Advisor		Volunteer
<b>Responsibilities</b>	Policy making and Strategic planning, Technical support, etc		Research, Lecturing, etc
<b>Workplace</b>	Mainly Public Institution, Government Organization		Mainly University, Research Institution
<b>Sector</b>	Public Administration, Education, Health Agriculture, Forestry and Fisheries	Information Communication, Industrial Technology, Energy Resources, Trade/Investment, Local/regional Development	Science & Technology.
<b>Background</b>	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)
<b>Language</b>	Intermediate or above level of proficiency in oral and written English		
<b>Duration</b>	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/TPCas 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





## &lt;Attachment 1&gt;

**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"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	Information Communication General
■ Job Title	Postal sector Consulting Advisor
■ Location, Country	Vientiane Capital, Lao PDR
■ Number of Expert	1
■ Duration	12 months
Detailed information of the requesting organization	
■ Organization Name : Ministry of Technology and Communications - Requesting Department : Department of Post - Office Name : Department of Post, Ministry of Technology and Communications  ■ 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 : 8 hours per day ■ Contact Person : (Please nominate someone from your organization who will be responsible for the work of Korean experts) Mr.Souriya KHAMBOURAVONG Director General ■ Tel+865 20 5491 4281, Fax +856 21 315 115, E-mail souriya@mtc.gov.la  ■ Duty Station : Lanexang Avenue, 01000 Vientiane Lao P.D.R  ■ Major activities of the Organization : (Please list at least three) - Postal technology for the whole country - National postal network, postal infrastructure, postal services. - Human resource development in postal sectors.	



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

- The approval and management Enterprise des Poste Lao and couriers in Lao PDR by Law and Acts concerning postal sector.
- Establish strategies, plans, projects to develop the postal services, infrastructure and network.
- The centralization of the postal information, cooperate the national and international region with related postal and another sectors.

■ Experience of working with WFK – Advisor/TPC

☒ Yes      ☐ No

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

- To build & operate Postal Information System

**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 is to develop and strengthen the sector of Postal development of Lao Ministry of Technology and Communications by introducing Korean Post legal framework and implementation strategy to enhance overall Lao postal sector deployment with actual small scale TCT test-bed development.

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

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

- To assist post legal framework, Korean Government Legal framework and regulation shall be introduced and modified to comply with Lao Government circumstances.
- Korean case study of how to implement postal strategy shall be introduced to prepare Lao postal action plan.

☐ **Technical support**

- Current the track and trace system of vehicles for delivery will be tested and monitored to identify better reliable solutions.
- Website of Lao Post will be improved to support the online shopping, data information better.



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☐ Research

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-

☐ Lecturing

-

-

☐ Training of local staff

- To train Lao post officials to understand the importance of postal implementation and assistance to develop legal frameworks.

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☐ Other

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### Expected Results/Output

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

- A strategy on postal implementation plan
- A creation of alliances between Lao Post and Korean postal sector that allows the promotion of projects and cooperation
- A successful ICT test bed on the tracking items in Lao Post.

### 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)*

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\* 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

\* 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)

- Comprehensive understanding of Lao Postal system is preferable
- Government Work Experience in South East Asia is preferable

**Description of the Workplace**

■ **Location of the workplace**

- 1 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.) : **Mr. Souriya KHAMBOURAVONG**
- Position/Work area : Director General
- Tel/E-mail : +865 20 5491 4281, [souriya@mtc.gov.la](mailto:souriya@mtc.gov.la)
- English Language Skill : English  
☐ Basic ☐ Intermediate ☒ 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 type="checkbox"/> PC <input type="checkbox"/> Printer <input type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater <input checked="" type="checkbox"/> Desk <input checked="" type="checkbox"/> Chair <input type="checkbox"/> Bookshelf <input type="checkbox"/> Others( )	





<b>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment</b> (Living conditions, weather, allowance, other comments, etc.)	
<b>■ Photos(if possible)</b>	

*\* 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.*

30/11/2022

(Date of filling out the form)

Souriya KHAMBOURAVONG

(Name of the person in charge)

Director General

(Position of the person)



Signature with official stamp