



**“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		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



< 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"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	<i>ICT, ICT policy, Technology, Digital Government</i>
■ Job Title	<i>Digital Government transformation</i>
■ Location, Country	<i>ex) Vientiane, Laos</i>
■ Number of Expert	<i>1 person</i>
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name: <i>Ministry of Technology and Communications</i></p> <ul style="list-style-type: none"> - Requesting Department: <i>Digital Government Center (DGC)</i> - Office Name: <i>Digital Government Center (DGC)</i> <p>■ Type of Organization</p> <p> <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 : </p> <p>■ Working Day/Hours:</p> <ul style="list-style-type: none"> - Weekday, 8 hours a day. <p>■ Contact Person: <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i></p> <ul style="list-style-type: none"> - <i>Mrs. Chittaphone Chansylilath</i> - <i>Deputy Director General of Digital government Center</i> <p>■ Tel/Fax/E-mail:</p> <ul style="list-style-type: none"> - <i>(856)-21-316600, Fax: (856)-21-316600, Email: chittaphone@mtc.gov.la</i> <p>■ Duty Station:</p> <ul style="list-style-type: none"> - <i>D-Government Center (DGC) is one of the departmental levels of the structure of Ministry of Technology and Telecommunications (MTC). The center consists</i> 	



of seven main divisions, including:

1. **General Affairs Division:** *the main functions include administrative works, documentations, budgeting, staffing, and reporting.*
2. **Management and Coordination Division:** *the main functions include manage all projects of DGC, coordination, and cooperation both international and national, propose the project to others, and evaluate of digital government transformation in Lao PDR.*
3. **Network and Integration Division:** *the main functions include Video Conference, D-Government integrations, E-Government Network and Security.*
4. **Digital Service Division:** *the main functions include G-Chat, G-Share, G-Web, Font, and e-Services.*
5. **Digital Offices Division:** *the main functions include e-Office, Lao Dictionary, e-Services development,*
6. **e-Portal and Data Division:** *the main functions include develop and content of e-Portal, Government Development Exchange, Open Government Data, Single Sign On.*
7. **Policy and Standard Division:** *the main functions include policy making related to digital government transformation, deploy and promote policies, Dashboard, digital government statistics, and standardization.*

■ **Major activities of the Organization:** *(Please list at least three)*

- *To establish the policy related to digital government transformation.*
- *To develop and provide the e-Service to all ministries including provincial's level.*
- *To integrate all ministries, build digital government network and security.*
- *To cooperate with other international and local organization for develop digital government field.*
- *To promote and improve government staff in digital government and ICT skill.*

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

■ **Experience of working with WFK – Advisor/TPC**

Yes No

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

- *Consulted of e-Service development under digital government transformation in Lao PDR.*
- *Conducted seminars and training courses in field of ICT and digital government.*
- *Provided the information related to digital government transformation.*



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:

- *To consult of e-Service development under digital government transformation in Lao PDR.*
- *To consult of drafting the project proposal related to digital government development.*
- *To provide the information and best practice related to digital government transformation development.*
- *To exchange of experiences and training of government staff in the field of digital government and the new technologies.*
- *Transnational government study tours or virtual exchange of international digital government transformation.*
- *To conduct the related seminar to promote the digital government transformation.*
- *Present in workshops and meetings virtually and in-person in order to introduce case studies and good practices of digital government.*

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

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

- *Consult and provide the information of policy making of digital government, e-Services.*
- *Find some training courses in Korea for improving the skill in policy making for DGC staff.*

Technical support

- *Consult in ICT and digital government field for DGC staff, or*
- *Find some experts related to ICT and digital to be a trainer.*
- *Conduct training courses related to the new technology such as AI, Bigdata, Blockchain and Cloud or find some courses in Korea for DGC staff.*

Research

-

Lecturing

-



Training of local staff

- *Conduct training courses in digital government transformation or ICT for local government staff.*

Other

-

Expected Results/Output

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

- *e-Service development system.*
- *Project proposal in digital government development.*
- *Seminar on digital government in the Lao PDR.*
- *Capacity building of digital government, policy, and the new technologies.*

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)*
- *In ICT and digital government 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 less 5 years experiences of the required field.*

* **Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks**

- Yes No

<p>■ Language : English (Official business language will be English. If your organization requires the use of other languages, please provide reasons) - Reasons:</p>			
<p>■ Other Requirements (Identify desired skills or qualifications for the task) - -</p>			
Description of the Workplace			
<p>■ Location of the workplace</p>	<p>- 01000 Sisavath Village, Chantabuly District, Vientiane Capital, Lao PDR. - _____ hours by _____ (transportation)</p>		
<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>	<p>- Full Name: Ms. Kittisack Pasomsouk - Position/Work area: Deputy Director of Management and Coordination Division. - Tel/E-mail: (+856-21) 316600, kittisack@mtc.gov.la - English Language Skill: English <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>		
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC (Please mark on the box)</p>	<p>Items</p>	<p>Available</p>	<p>Not available</p>
	Housing	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<p><input type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input checked="" 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 (office)</p>	
<p>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment (Living conditions, weather, allowance, other comments, etc.)</p>	<p>Good inter-personal and communication skills.</p>		
<p>■ Photos (if possible)</p>	<p>_____</p>		

** 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.*

November 28, 2022

(Date of filling out the form)

Dr. Thavisak Manodham

(Name of the person in charge)

Director General of Digital Government Center

(Position of the person)



Signature with official stamp