



**“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 | Apr. 2023 |
| 2. Planning | Planning | May. 2023 |
| 3. Recruitment | Preliminary application → Document examination → Interview → Medical examination → Selection | Jun. ~ Sep. 2023 |
| 4. Preparatory Training, Dispatch | 14 days of training in Korea Dispatch | Oct. 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 Science and ICT 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 7, May 2023.**

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 | | ㉓ WFK-Techno Peace corps(TPC) |
|-------------------------|--|--|--|
| | ㉑ KOICA Advisor | ㉒ 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 sectors 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 7, May 2023**.
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 | ICT Policy |
| ■ Job Title | Practical case applied for the design and implementation of a didactic program for the development of artificial intelligence. |
| ■ Location, Country | <i>Santo Domingo, Dominican Republic</i> |
| ■ Number of Expert | <i>1</i> |
| ■ Duration | 12 months |
| Detailed information of the requesting organization | |
| <p>■ Organization Name : Instituto Nacional de Formación Técnico Profesional(INFOTEP)</p> <ul style="list-style-type: none"> - Requesting Department : Technology Department, Innovation and Development Department - Office Name : INFOTEP Headquarter <p>■ Type of Organization</p> <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> <p>■ Working Day/Hours : Monday to Friday 08:00 am. To 04:00 pm.</p> <p>■ Contact Person :</p> <p><i>Roberto de Js. Pichardo B.</i> <i>TIC and Communications Director</i> <i>Tel. (809) 566-4161, Ext. 2222. E-mail: rjpichardo@infotep.gob.do</i></p> <p><i>Maura Antonia Corporán</i> <i>Innovation and Development Director</i> <i>Tel. (809) 566-4161, Ext. 2215. E-mail: mcorporan@infotep.gob.do</i></p> | |

■ **Tel/Fax/E-mail : Roberto de Js. Pichardo B.**

TIC and Communications Director

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Maura Antonia Corporán

Innovation and Development Director

Tel. (809) 566-4161, Ext. 2215. E-mail: mcorporan@infotep.gob.do

■ **Duty Station : Paseo de los Ferreteros st. No. 3, Ensanche Miraflores. Código Postal 2649, Santo Domingo, D. N., Dominican Republic.**

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

- We are a government entity of professional technical education in the country, which at the same time trains the resident population in the country for employment, offering companies advice and training.

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

- Development and implementation of innovation projects created by the ICT Related Department

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

☐ Yes ☒ No

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

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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 do)

- **Summary : Help design and develop a project-based artificial intelligence teaching program. That allows the institution to provide training in this field of knowledge**

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

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

- **Advisory services on the development of long-term strategies and policies for ICT (AI sector) for INFOTEP (National Institute for Technical and Vocational Training) and OPTIC (Government Office of Information and Communication Technologies)**

☐ **Technical support**

- Development of AI instructor training manuals for INFOTEP
- Implementation of capacity building programs for employees and trainees to enhance their skills and competencies

Expected Results/Output

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

- Development of Materials for ICT Policy and Strategic Planning
- Advisory on the Development of ICT e-Education Manual
- Conducting Capacity Building Training for a Group of 20 Employees

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

- Preferably with a similar degree on the ICT Capacity building and Policy Making

■ Required Work Experience(*Specify work experience required for the experts*)

- Experience in making short films, promotional pieces, production of series or programs for television is required(Similar or Related work experience will be fine if the selected expert has an ability to do the requested tasks)

■ Language : Spanish

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons : Staffs don't speak English

■ Other Requirements(*Identify desired skills or qualifications for the task*)

- Who is proficient in Spanish
- Who has teaching experience and ICT related certificate

Description of the Workplace

■ Location of the workplace

- This is located in the capital city
- _____ hours by _____(transportation)

■ Information on the co-worker who will

- Full Name (Mr./Ms.) : Roberto de Js. Pichardo B.

| | | | |
|---|---|--|-------------------------------------|
| work closely with the WFK-Advisor | - Position/Work area : IT and Communications Director - Tel/E-mail : (809) 566-4161, Ext. 2222 / rjpichardo@infotep.gob . - English Language Skill : <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced | | |
| ■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC <i>(Please mark on the box)</i> | 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 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 <i>(Living conditions, weather, allowance, other comments, etc.)</i> | | | |
| ■ 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.*

(Date of filling out the form)

(Name of the person in charge)

(Position of the person)

Signature with official stamp