



## JOB DESCRIPTION of World Friends Korea(WFK)

※ Please complete the form and mark on the box.

| General Information   |   |
|---|---|
| ■ Expert Title  | <input type="checkbox"/> ① KOICA advisor<br><input checked="" type="checkbox"/> ② NIPA advisor<br><input type="checkbox"/> ③ Techno Peace Corps |
| ■ Area of expertise   | Software Development and Engineering  |
| ■ Job Title   | Full Stack Software Developer   |
| ■ Location, Country   | Information Technology Center, National University of Laos, Vientiane Capital, Laos   |
| ■ Number of Expert  | 1   |
| ■ Duration  | 12 months   |
| Detailed information of the requesting organization   |   |
| <p>■ Organization Name : <i>Information Technology Center, National University of Laos, Ministry of Education and Sports</i></p> <ul style="list-style-type: none"> <li>- Requesting Department : <i>Software Division, Information Technology Center</i></li> <li>- Office Name : <i>Information Technology Center</i></li> </ul> <p>■ Type of Organization</p> <p> <input type="checkbox"/> Government    <input type="checkbox"/> Public organization    <input type="checkbox"/> Public corporation<br/> <input checked="" type="checkbox"/> University    <input type="checkbox"/> Research institution    <input type="checkbox"/> Others :         </p> <p>■ Working Day/Hours : 8:00 AM to 16:30 PM (Monday - Friday) (1 hour and a half for a lunch break)</p> <p>■ Contact Person : <i>Mr. Sotsay Sengvong</i></p> <p>■ Tel/Fax/E-mail : <i>+856 2022241664, sotsay@nuol.edu.la</i></p> <p>■ Duty Station : <i>Software Division, Information Technology Center</i></p> <p>■ Major activities of the Organization : (Please list at least three)</p> <ul style="list-style-type: none"> <li>- facilitate the teaching and learning process</li> <li>- providing IT infrastructure, networks, internet connections, softwares for lecturers and learners</li> <li>- Providing capacity building to lecturers</li> </ul> <p>■ Major activities of the department where WFK will be dispatched</p> <ul style="list-style-type: none"> <li>- Software engineer</li> <li>- Requirements gathering and extraction</li> <li>- Software design and development</li> </ul> <p>■ Experience of working with WFK</p> |   |



☒ Yes ☐ No

■ If yes, please describe the tasks of WFK

- Last four years, one Korean advisor worked with our information technology center in the area of elearning policy and recommendations for implementing e-learning for the National University of Laos. However, this task was policy based where the advisor only collaborated with the decision makers.

### Description of Tasks

■ The tasks to be undertaken by the WFK will be:

*(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*

- **Summary :** WFK will work on both the back-end and front-end of systems. This means that he/she can develop fully functional software applications (with databases, servers and clients) based on the design documents of our IT center and its annual plan.

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

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

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☒ **Technical support**

- Work with our development teams and product managers to provide software solutions
- Design and review client-side and server-side architecture
- Build the front-end of applications through appealing visual design
- Develop and manage well-functioning databases and applications
- Write effective APIs
- Test software to ensure responsiveness and efficiency
- Troubleshoot, debug and upgrade software
- Create security and data protection settings
- Build features and applications with a mobile responsive design
- Write technical documentation

☐ **Research**

-

-

☐ **Lecturing**

-

☒ **Training of local staff**

- Develop capacity building courses/workshops related to software development tools to our local development team

☐ **Other**

### Expected Results/Output

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

- Fully functional software applications based on IT Center 2023/2024 annual plan.
- Software Development Tool courses/workshops for local staff



## Required(Preferred) qualifications of WFK

*(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

- Bachelors Degree in Information and Technology

- Bachelors Degree in Computer Science

\* 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 5 years work experience on full stack software development
- Proven experience as a Full Stack Developer or similar role
- Experience developing desktop and mobile applications
- Knowledge of multiple front-end languages and libraries (e.g. HTML/ CSS, JavaScript, XML, jQuery)
- Knowledge of multiple back-end languages (e.g. Php, Java, Python) and JavaScript frameworks (e.g. Angular, React, Node.js)
- Familiarity with databases (e.g. MySQL, MongoDB), web servers (e.g. Apache) and UI/UX design
- Excellent communication and teamwork skills
- Great attention to detail
- Organizational skills and an analytical mind

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

☒ Yes ☐ No

### ■ Language : English (Intermediate or above level of proficiency in oral and written 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)*

- knowledge of cloud virtualisation/platforms
- Data center management (Proxmox)

## Description of the Workplace

|   |  |
|---|--|
| ■ Location of the workplace   | <ul style="list-style-type: none"> <li>- <u>10</u> km from the capital city</li> <li>- <u>40</u> minutes by <u>bus</u>(transportation)</li> </ul>  |
| ■ Information on the co-worker who will work closely with the WFK-Advisor | <ul style="list-style-type: none"> <li>- Full Name (Mr./Ms.) : <u>Mr. Sotsay Sengvong</u></li> <li>- Position/Work area : <u>A Deputy Head of Software Division</u></li> <li>- Tel/E-mail : <u>sotsay@nuol.edu.la</u></li> </ul> |



|   |  |  |                                     |
|---|--|--|-------------------------------------|
|   | - English Language Skill :<br><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced  |  |                                     |
| <b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC</b><br><i>(Please mark on the box)</i>                   | <b>Items</b>   | <b>Available</b>   | <b>Not available</b>                |
|   | Housing  | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |
|   | Transportation   | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |
|   | Others   | <input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer<br><input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone<br><input type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater<br><input checked="" type="checkbox"/> Desk <input checked="" type="checkbox"/> Chair <input checked="" type="checkbox"/> Bookshelf<br><input type="checkbox"/> Others(                      ) |                                     |
| <b>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment</b><br><i>(Living conditions, weather, allowance, other comments, etc.)</i> | <ul style="list-style-type: none"> <li>• Lao people are friendly and helpful. You can ask when you need help and support.</li> <li>• The climate in Laos is very warm, with an annual average of 32 degrees.</li> <li>• Living costs are cheap in comparison to Korea. An apartment renting per month will cost around US \$ 300 with fully furnished. Food and transportation are cheap.</li> </ul> |  |                                     |
| <b>■ Photos</b> (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.

30 November 2023

\_\_\_\_\_  
(Date of filling out the form)

Khamsaone JOURAMANY

\_\_\_\_\_  
(Name of the person in charge)

Deputy Director

\_\_\_\_\_  
(Position of the person)

\_\_\_\_\_  
Signature with official stamp



**Khamsaone JOURAMANY**