



ព្រះរាជាណាចក្រកម្ពុជា

ក្រុមប្រឹក្សាអភិវឌ្ឍន៍កម្ពុជា

Council for the Development of Cambodia

លេខ: 5191/23 ក.អ.ក

ព្រះរាជាណាចក្រកម្ពុជា  
Kingdom of Cambodia  
ជាតិ សាសនា ព្រះមហាក្សត្រ  
Nation- Religion- King



ថ្ងៃចេញ: ថ្ងៃចេញ ថ្ងៃទី ២១ ខែ វិច្ឆិកា ឆ្នាំ ២០២៣  
រាជធានីភ្នំពេញ ថ្ងៃទី ២១ ខែ វិច្ឆិកា ឆ្នាំ ២០២៣

Ms. Moonjung Choi  
Country Director  
KOICA Cambodia Office

Subject: Request for KOICA Advisor

Dear Ms. Moonjung Choi

The Council for the Development of Cambodia (CDC) presents its compliments to the Korea International Cooperation Agency (KOICA) Cambodia Office, and has the honor to request the KOICA under the scheme of "World Friends Korea Advisor Program" to dispatch an advisor to the Korea Desk at the Department of Public Relations and Promotion of Private Investments of the Cambodian Investment Board.

The Council for the Development of Cambodia avails itself of this opportunity to renew to the KOICA Cambodia Office the assurances of its highest consideration.

Sincerely Yours,

  
Sun Chanthol  
Deputy Prime Minister  
First Vice-chairman of CDC

កាលបរិច្ឆេទ	Local staff	កូរ៉េណេម	បុគ្គលិក	ស្នងការ
2023.11.30	-	អ៊ុយ	ស៊ុន	

Cc: - Secretary General of CIB  
- Documentation-Archive

Enclosed: Job Description of World Friends Korea Advisor Program (WFK)-Advisor





**“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. 2023
2. Planning	Planning	Dec. 2023
3. Recruitment	Preliminary application → Document examination → Interview → Medical examination → Selection	Jan. ~ May 2024
4. Preparatory Training, Dispatch	14 days of training in Korea Dispatch	Jun. 2024

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 or the KOICA Cambodia Office **by 17, Nov. 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.

*Handwritten signature/initials*



**\* 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)
	● KOICA Advisor	● NIPA 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 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 or the KOICA Cambodia Office

*KH*



**by 17, Nov. 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.*

<b>General Information</b>	
<b>■ Expert Title</b>	<input type="checkbox"/> ● KOICA advisor <input checked="" type="checkbox"/> ● NIPA advisor <input type="checkbox"/> ● Techno Peace Corps
<b>■ Area of expertise</b>	TRADE Promotion
<b>■ Job Title</b>	Advisor
<b>■ Location, Country</b>	In Phnom Penh, the Kingdom of Cambodia
<b>■ Number of Expert</b>	One Advisor
<b>■ Duration</b>	12 months
<b>Detailed information of the requesting organization</b>	
<b>■ Organization Name: The Council for the Development of Cambodia</b> - <b>Requesting Department:</b> <u>Department of Public Relations and Promotion of Private Investments</u> - <b>Office Name:</b> <u>Korean Deck</u>	
<b>■ Type of Organization</b> <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 :	
<b>■ Working Day/Hours : five days a week/ 8 hours per day (Morning: 7:30-12:00 am,</b>	

*KTB*



Afternoon: 2:00-5:30 pm)

- **Contact Person** : H.E Mr. Suon Sophal, Deputy Secretary General of CIB/CDC
- **Tel** : + 855-17 937 788
- **Fax** : + 855-23-427 597
- **E-mail** : [sophalsuon@gmail.com](mailto:sophalsuon@gmail.com)
- **Duty Station**: Government Palace, Sisowath Quay, Wat Phnom, Phnom Penh, Cambodia
- **Major activities of the Organization** : *(Please list at least three)*
  - Promote and Attract Foreign Direct Investment
  - Provide an Investment Information and Consultation
  - Establishment of Investment Incentives Regime with Transparent, Predictable, Non Discriminatory and Competitive.
  - Review and Approve Investment Project Proposals
  - Provide and Investment Aftercare Service, and
  - Provide Platform for Private Sector to Participate in a Policy Dialogue
- **Major activities of the department where WFK – Advisor/TPC will be dispatched**
  - Provide an Investment Information such as laws, regulations related to investment to Korean investors
  - Provide business consultation to Korean investors and help them from the provision of information, investment project registration and implementation.
  - Help to coordinate with KOICA, KOTRA or Korean Embassy in the organising an investment promotion, forum or workshop in both Countries, in Cambodia or in Korea
- **Experience of working with WFK – Advisor/TPC**
  - Yes     No
- **If yes, please describe the tasks of WFK – Advisor/TPC**
  - The same as in the tasks description of Advisor

**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: During a state visit of Mr. Moon Jae-in , President of the Republic of Korea, March 15<sup>th</sup> 2019 KOTRA and the Council for the Development of Cambodia(CDC) signed a Memorandum of Understanding on investment facilitation cooperation between the two



institutions in order to implement the MoU to attracting and facilitating Korean investors who are interested in doing business in Cambodia.

- Revitalize a Korean Desk at CDC after the outbreak of COVID-19 and continue working to attract Korean investors and help to facilitate and find a solution for Korean Investors' challenges in their business in Cambodia.

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

**Policy making and Strategic planning**

- Provide consultation on investment matters such as on key important policy in best practices of promotion, facilitation, and investment aftercare service
- Help forwarding Korean investors' request to CDC for consultation and facilitate CDC to seek a possible solution.
- Work on an investment promotion planning with CDC, involved ministries and Korean government Korean international organization which relates to trade and investment and Private sector entities.

**Technical support**

- To give technical advisory and sharing experience or best practice in investment
- 

**Research**

- 
- 

**Lecturing**

- 
- 

**Training of local staff**

- Provide training/ workshop to local staffs for related department at CDC
- Consult with KOICA, KOTRA for sending local staffs for short training, workshop or exchanged program in Korea in a related investment fields.

**Other**

- Do management of Korean desk
- Provide investment consultation and communicate with Korean investors and CDC



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

- To share best experiences in a related field and help contribution to increase an investment flow from Korea to Cambodia
- Helping both existing Korean investors and facilitate Korean businessmen who seek project registration in Cambodia.
- Provide consultation to Korean investors' challenge and difficulty.

**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

- Master's degree or equivalent in international trade and investment, promotion and Facilitation.

\* Similar educational background will be accepted if a selected expert has an ability to fulfilling the tasks.

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

- At least, with 10 year of work experience in a related area such as investment promotion or facilitation in the public institution and private sector and involved in international business in trade and investment promotion.

\* Similar educational background will be accepted if a selected expert has an ability to fulfilling the tasks.

**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)*

- Excellent inter-personal relation and business communication skill
- Additional knowledge of international business law (if any)

**Description of the Workplace**

**Location of the workplace**

- 2 km from the capital city
- 0.5 hours by taxi (transportation)



<p>■ <b>Information on the co-worker who will work closely with the WFK-Advisor</b></p>	<p>- Full Name (Mr./Ms.) :</p> <p><b>1. Heng Bunhong</b> <b>2. SAM Chanmoney</b></p> <p>- Position/Work area : Public Relations and Promotion officer - Tel + 855- 17 997766, +855-77 966667 - E-mail : <a href="mailto:hengbunhong@gmail.com">hengbunhong@gmail.com</a>, <a href="mailto:schanmoney.cdc@gmail.com">schanmoney.cdc@gmail.com</a></p> <p>- English Language Skill :</p> <p><input type="checkbox"/> Basic      <input type="checkbox"/> Intermediate      <input checked="" type="checkbox"/> Advanced</p>		
<p>■ <b>Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC (Please mark on the box)</b></p>	<p><b>Items</b></p>	<p><b>Available</b></p>	<p><b>Not available</b></p>
	<p>Housing</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Transportation</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>Others</p>	<p><input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Desk    <input type="checkbox"/> Chair <input type="checkbox"/> Others( )</p>	<p><input checked="" type="checkbox"/> Printer <input type="checkbox"/> Phone <input type="checkbox"/> Heater <input type="checkbox"/> Bookshelf</p>
<p>■ <b>Other information that may help the WFK-Advisor/TPC adapt to the local environment (Living conditions, weather, allowance, other comments, etc.)</b></p>	<p>Cambodia receives a tropical monsoon climate with two seasons rainy season from May to October and dry season from November to May. The hottest month in April, the temperature exceeds 30 degrees centigrade. Western food can be found in restaurants or shopping mall. Korean, Japanese, Thai, Vietnamese foods and other are available and visitors can also enjoy with the Khmer local foods as well.</p>		
<p>■ <b>Photos (if possible)</b></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.

29<sup>th</sup> November, 2023

(Date of filling out the form)

**Chea Vuthy**

(Name of the person in charge)

**Secretary General**

(Position of the person)

Signature with official stamp

*Handwritten initials*