

## JOB DESCRIPTION of World Friends Korea(WFK) -Advisor & Techno Peace Corps(TPC)

※ Please complete the form and mark on the box.

General Information	
<b>■ Expert Title</b>	<input type="checkbox"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
<b>■ Area of expertise</b>	Environmental policy
<b>■ Job Title</b>	Environmental Legal Advisor
<b>■ Location, Country</b>	<i>Hanoi, Vietnam</i>
<b>■ Number of Expert</b>	1
<b>■ Duration</b>	12 months
Detailed information of the requesting organization	
<p><b>■ Organization Name :</b> <i>Ministry of Natural Resources and Environment (MONRE)</i></p> <ul style="list-style-type: none"> <li>- <b>Requesting Department :</b> <i>Department of Legal Affairs</i></li> <li>- <b>Office Name :</b> <i>National EPR Office</i></li> </ul> <p><b>■ Type of Organization</b></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><b>■ Working Day/Hours :</b></p> <p><b>■ Contact Person :</b> <i>Mr. Phan Tuan Hung – Director General</i></p> <p><b>■ Tel/Fax/E-mail :</b> <i>hungphan.monre@gmail.com</i></p> <p><b>■ Duty Station :</b> <b>Ministry of Natural Resources and Environment – No. 10 Ton That Thuyet Street, Nam Tu Liem District, Hanoi</b></p> <p><b>■ Major activities of the Organization :</b> <i>(Please list at least three)</i></p> <ul style="list-style-type: none"> <li>- Submit to the Government bills and draft resolutions of the National Assembly; ordinance projects and draft resolutions of the Standing Committee of the National Assembly; draft decrees of the Government under the Ministry’s approved annual law-making programs and plans, and resolutions, mechanisms, policies, projects, schemes and legislative documents under the Ministry’s state management as assigned by the Government or Prime Minister.</li> <li>- Submit to the Government and Prime Minister for approval, and organize the implementation of, strategies, planning and long-term, medium-term and annual development plans and important national programs, projects and works in the industries under its management.</li> </ul>	

- Submit to the Prime Minister draft decisions, directives, and other documents to be promulgated by the Prime Minister.

- Approve strategies, planning and programs for development of industries under its state management and investment projects as decentralized and authorized by the Government or Prime Minister.

- Promulgate circulars, decisions, directives and other documents on the state management in the industries under its management; direct, provide guidance on, organize, inspect and assess the implementation of strategies, policies, planning, plans, programs, schemes, projects, tasks, legislative documents under its management after their approval and promulgation; publicize and provide education about the law on natural resources and environment; develop national standards; formulate and promulgate national indicators, national technical regulations, national technical regulations, technical regulations, statistical indicators and econo-technical norms in the industries under its state management.

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

- Consult and develop policies and legal documents in the fields of state management of MONRE

- Review, systemize legal documents

- Inspect, supervise the implementation of legal documents

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

Yes    No

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

- Support to develop legal framework

- Do research on related international laws and the application in Vietnam situation

### 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:** Consult and support policy development and implementation of Extended Producer Responsibility (EPR) policies

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

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

- Consult on developing and revising the existing EPR and resource circulation policy.

**X Technical support**

- Develop detailing guidelines for EPR implementation and provide advice on EPR and resource circulation implementation.

**X Research**

- Do research and review international experiences, models, and best practices to help learn and adopt those applicable for the operation of EPR Office.

<p><b>X Training of local staff</b></p> <ul style="list-style-type: none"> <li>- Develop training documents to enhance capacity of the staffs of National EPR Office and related entities.</li> </ul> <p><b>X Other</b></p> <ul style="list-style-type: none"> <li>- Other tasks on request</li> </ul>	
<b>Expected Results/Output</b>	
<p>■ <b>Expected results/output of the tasks by the WFK – Advisor/TPC include:</b></p> <ul style="list-style-type: none"> <li>- A final report reviewing the existing EPR policies, regulations in Vietnam and recommendations for adjustment</li> <li>- Training documents for capacity building</li> <li>- Detailing guidelines for EPR implementation</li> </ul>	
<b>Required (Preferred) qualifications of WFK – Advisor/TPC</b>	
<p><i>(List the minimum essential qualifications required for the experts to successfully carry out this task)</i></p> <p>■ <b>Gender</b></p> <p><input type="checkbox"/> Male    <input type="checkbox"/> Female    <input checked="" type="checkbox"/> No preference</p> <p>■ <b>Educational Background</b></p> <p><input type="checkbox"/> Bachelor’s Degree    <input type="checkbox"/> Master’s Degree    <input checked="" type="checkbox"/> Doctor’s Degree</p> <ul style="list-style-type: none"> <li>- Ph.D Degree in Environment or related areas</li> </ul> <p>■ <b>Required Work Experience</b> <i>(Specify work experience required for the experts)</i></p> <ul style="list-style-type: none"> <li>- At least 10 years of professional working experience in the fields of environment management, public administration and policy, law or related field.</li> </ul> <p>■ <b>Language : English</b></p> <p><i>(Official business language will be English. If your organization requires the use of other languages, please provide reasons)</i></p> <p>■ <b>Other Requirements</b> <i>(Identify desired skills or qualifications for the task)</i></p>	
<b>Description of the Workplace</b>	
<b>■ Location of the workplace</b>	Ministry of Natural Resources and Environment – no. 10 Ton That Thuyet Street, Nam Tu Liem District, Hanoi
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	<ul style="list-style-type: none"> <li>- Full Name (Mr./Ms.): Dr. Phan Tuan Hung</li> <li>- Position/Work area : Director General of Legal Affairs Department cum Director General of National EPR Office.</li> <li>- Tel/E-mail : hungphan.monre@gmail.com</li> <li>- English Language Skill : <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic    <input type="checkbox"/> Intermediate    <input checked="" type="checkbox"/> Advanced</li> </ul> </li> </ul>



■ 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"/>	<b>X</b>
	Transportation	<input type="checkbox"/>	<b>X</b>
	Others	<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(                    )	
■ Other information that may help the WFK-Advisor/TPC adapt to the local environment <i>(Living conditions, weather, allowance, other comments, etc.)</i>	4 seasons in a year Living cost is affordable		
■ 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.*

21 November, 2023  
\_\_\_\_\_  
*(Date of filling out the form)*

Phan Tuan Hung  
\_\_\_\_\_  
*(Name of the person in charge)*

Director General  
\_\_\_\_\_  
*(Position of the person)*

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