



**KOICA**

## **“WORLD FRIENDS KOREA” ADVISORS & TECHNO PEACE CORPS**

Korea International Cooperation Agency  
National IT Industry Promotion Agency  
National Research Foundation of Korea

**NRF**

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)
	● 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 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	
<b>■ Expert Title</b>	<input type="checkbox"/> <b>① KOICA advisor</b> <input checked="" type="checkbox"/> <b>② NIPA advisor</b> <input type="checkbox"/> <b>③ Techno Peace Corps</b>
<b>■ Area of expertise</b>	E-Government (ICT Policy /ISP/MIS)
<b>■ Job Title</b>	Advisor (Expert)
<b>■ Location, Country</b>	Vientiane, Laos
<b>■ Number of Expert</b>	1 (One)
<b>■ Duration</b>	<b>12 months</b>
Detailed information of the requesting organization	
<b>■ Organization Name :</b> The Office of the Supreme People's Prosecutor of Lao PDR (OSPP) - <b>Requesting Department :</b> Cabinet Department - <b>Office Name :</b> IT Division	
<b>■ Type of Organization</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> <b>Government</b>  <input type="checkbox"/> <b>University</b> </div> <div> <input type="checkbox"/> <b>Public organization</b>  <input type="checkbox"/> <b>Research institution</b> </div> <div> <input type="checkbox"/> <b>Public corporation</b>  <input type="checkbox"/> <b>Others :</b> </div> </div>	
<b>■ Working Day/Hours :</b> 5 days / 40 hours	
<b>■ Contact Person :</b> Mr. Khampaserth VICHITTAVONG	
<b>■ Tel/Fax/E-mail :</b> +8562099990194 /Fax: +85621316033/khampaserth@ospp.gov.la/ serthvichitta@yahoo.com	
<b>■ Duty Station :</b> Supervision and Management of Information and Communication Technology / Deputy Director Cabinet of OSPP	
<b>■ Major activities of the Organization (OSPP) :</b> <i>(Please list at least three)</i>	





- Monitor and inspect the proper and uniform adherence to the law by ministries, State committees, offices, enterprises, other State organizations and local administrative authorities, civil servants and citizens.
- Ensure justice, regularizing (and systematizing) society and preserving the just rights and benefits of all ministries, State committees, offices, enterprises, other State organizations, local administrative authorities, civil servants and citizens.
- Contribute to the education and training of civil servants and citizens to make them aware of and respectful of laws and regulations in their daily lives.

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

**I.T Division**

- Planning the IT budgeting for computerization;
- Manage the IT resources and maintenance of legacy systems both application software and infrastructure such as hardware, network systems etc...;
- Training IT executives and business managers;
- Support computer PC for supreme prosecutor office and local prosecutor office.

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

☒ Yes      ☐ No

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

- ISP (Information Strategic Planning) had been carried out together with NIPA's advisor and OSPP's executives in the beginning of year 2020. However, this task was suspended due to COVID 19. Accordingly, It is believed that this task should be undertaken and continued for the improvement of OSPP's business activities as soon as possible and OSPP would like request KOICA to despatch same expert or equivalent level expert for the continuation of the business

**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)*

- To establish the Information strategic plan (Roadmap)
- To provide a scheme for business improvement by utilizing the ICT
- To set up the initiatives and R&R between relevant public entities

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



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

- Provide ICT policy guidance
- Establish a long term ICT strategy plan

☐ **Technical support**

- Provide technical advice (if any requirements from OSPP)
- Introduce newly emerging advanced technique and its trend

☐ **Training of local staff**

- Project management for IT staff
- Identifying the role and responsibility (ICT staff Vs Business staff)

**Expected Results/Output**

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

- Long term plan (ISP) — ICT Roadmap for improvement of business process
- Enhancement of I.T mind-set by introducing the advanced Information technology

**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

\* **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*)

- More than 10 years of work experience in relevant area (especially, ISP / e-Government)
- More than 5 years of overseas experience in developing or advanced countries

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

- ☐ Yes      ☒ No







■ Photos (if possible)

OSPP Office View.



*\* 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, 2023

(Date of filling out the form)

SOUDCHAI SORLASIN

(Name of the person in charge)

Deputy Director Cabinet of OSPP  
(Position of the person)

Signature with official stamp