

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"/> ① KOICA advisor <input checked="" type="checkbox"/> ② NIPA advisor <input type="checkbox"/> ③ Techno Peace Corps
■ Area of expertise	Trade Promotion, Investment Promotion, Small and Medium Business Promotion, General Trade Investment
■ Job Title	Specialist/ Advisor
■ Location, Country	Ho Chi Minh City, Viet Nam
■ Number of Expert	01
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ Organization Name: SMEs Development Support Center 2 (SMEDEC 2) under Directorate for Standards, Metrology and Quality – Ministry of Science and Technology</p> <ul style="list-style-type: none"> - Requesting Department: International Cooperation Department - Office Name: SMEDEC 2 <p>■ Type of Organization</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input checked="" type="checkbox"/> Government <input type="checkbox"/> University </div> <div style="width: 30%;"> <input type="checkbox"/> Public organization <input type="checkbox"/> Research institution </div> <div style="width: 30%;"> <input type="checkbox"/> Public corporation <input type="checkbox"/> Others: </div> </div> <p>■ Working Day/Hours: 05/40</p> <p>■ Contact Person: <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i></p> <p>Name: Ms. Nguyen Thi Thu Ha – Project Coordinator – International Cooperation Department Add: 64 – 66 Mac Dinh Chi, Dakao Ward, District 1, Ho Chi Minh City. Viet Nam</p> <p>■ Tel/Fax/E-mail: +84 28 3824 8866/ +84 962 221 599/ Email: mileyhanguyen297@gmail.com/ hanttt@smedec.com</p> <p>■ Duty Station: 64 – 66 Mac Dinh Chi, Dakao Ward, District 1, Ho Chi Minh City, Viet Nam.</p> <p>■ Major activities of the Organization: <i>(Please list at least three)</i></p> <div style="margin-top: 10px;">  Green productivity (MFCA,...), Energy saving, Climate change, 3R, ...  Implement, productivity and quality tools: Industry 4.0 readiness, Lean manufacturing, ISO 9000, ISO 14000, ISO 14051, ISO 22301, ISO 56001, etc.  Promotion on trade and investment; Organize in-outbound delegations </div>	



Transfer application of technical, technology and equipments

Provide product certification service

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

- To research and develop projects related to Industry 4.0, digital transformation; innovation...
- To co-operate and transfer knowledge, management skills, technical services on advanced technological science from the world to Vietnamese enterprises;
- To promote on trade and investment; organize in-outbound and out-bound delegations;

Experience of working with WFK – Advisor/TPC

Yes No

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

Work Friends Korea (WFK) Senior Experts Program

- To promote consulting and training programs, sharing experience to instruct the SMEDEC 2's staffs in supporting SMEs.
- To expand a networks and develop a projects between Vietnamese and Korean organizations.

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:

- To develop and support on Digital Transformation, Smart Manufacturing, Innovation Management and other relevant topic projects compliance with Industry 4.0 readiness;
- To connect and develop a relationship among SMEDEC 2 and other international organizations;
- To support SMEDEC 2's team in researching and development the projects related to SMEs and Universities.

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

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

Connect with international organizations, specializing in Korean organizations, into research and develop projects in Industry 4.0 readiness, such as Digital Transformation, Smart Manufacturing, Innovation Management, etc.

Technical support

- Cooperate with SMEDEC 2's staffs to negotiate and coordinate not only international projects but also domestic projects;
- Act as the international expert in suitable projects (Industry 4.0 topic), then give the appropriate recommendations/measures to improve their productivity/quality situations;
- Take part/present into or support SMEDEC 2 team during the seminars/conferences conducted by SMEDEC based on National Productivity Program and others.



Training of local staff

Train R&D team and experts of SMEDEC 2 on new tools/knowledge concerning Industry 4.0 subjects so that they can improve and develop consult and training skills.

Expected Results/Output

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

SMEDEC 2 is one of the key organizations under STAMEQ (Directorate for Standards, Metrology and Quality – Ministry of Science and Technology) which will take part into the national productivity program “Enhancing productivity and product quality of Vietnam until 2030”, not only national level but also provincial productivity program. In addition, we also cooperate with various international to deliver improving services to not only industrial Vietnamese SMEs but also agricultural cooperatives and services organizations/SMEs.

Since 2021, we have developed several projects on Industry 4.0 readiness, such as Digital Transformation, Smart Manufacturing, Innovation Management, etc. We lack of professional knowledge and systematic/practical experience on those fields which we expect the WFK advisor should advise our team in order to contribute to SMEDEC 2’s image as one of key and pioneer organizations of STAMEQ in Industry 4.0 relevant projects.

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:** At least Bachelor’s Degree

- Bachelor’s Degree** **Master’s Degree** **Doctor’s Degree**

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

- Has good relationship with relevant Korean organizations not only in Korea but also Vietnam;
- Has practical and good experience on working with Vietnamese SMEs/organizations;
- At least, 10 years of work experience in relevant area regarding to the management of the project (for productivity and quality);
- Minimum 5 years work experience in developing countries and 5 years of professional work experience in information system field;
- Understand and get along with Vietnamese culture;
- Has experience and knowledge in relevant jobs;

■ **Language : English**



<p>■ Other Requirements(Identify desired skills or qualifications for the task)</p> <ul style="list-style-type: none"> - Friendly, open hearted personality; - Good presentation skills; - Team work; - Willing to travel; 					
Description of the Workplace					
<p>■ Location of the workplace</p>		<ul style="list-style-type: none"> - 1800_Km from the capital city - <u>1,45</u> hours by flight 			
<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>		<ul style="list-style-type: none"> - Full Name (Mr./Ms.) : Ms. Nguyen Thi Thu Ha - Position/Work area : Project Coordinator – International Cooperation Department - Tel/E-mail : +84 962221599/ hantt@smedec.com/mileyhanguyen297@gmail.com - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced 			
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC (Please mark on the box)</p>		Items		Available	Not available
		Housing		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Transportation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<p>Others: SMEDEC 2 really expects that the KOICA could kindly consider re-dispatching Mr. Imha Shin - NIPA Advisor who used to work with us in 2020 and 2021 continuously work with us in the next coming years. He's a very talented, conscientious and courteous person</p>		<input type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Air Conditioning <input checked="" type="checkbox"/> Desk <input type="checkbox"/> Others(<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Heater <input type="checkbox"/> Bookshelf
<p>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment (Living conditions, weather, allowance, other comments, etc.)</p>		<p>Being the financial and economic center of Vietnam, Ho Chi Minh City attracts citizens from all over the nation looking for opportunities that are not available in other regions of Vietnam. The rapidly increasing population has put strain on the city's infrastructure, and improvements have not kept up with the growth of the city. The majority of Ho Chi Minh City citizens live in houses that have been passed down from 2 or 3 previous generations. Families generally share these houses amongst various family members. Retail space is also at a premium. Many</p>			

<p>■ Photos (if possible)</p>	<p>families lease out the bottom floor of their house for retail use if it faces a busy street and live on the second floor up.</p> <p>For Vietnamese that are well off, the areas in District 2 and District 7 have become an attractive place for them to call home. In these areas houses are larger, there is less noise and more open space for their children to play. The close proximity to District 1 makes these areas the most desirable place to live for those who can afford it. Most expatriates are located in Districts 1, 2, and 7. In District 1, the convenience of location and the abundant supply of modern, serviced apartments make this a popular location for those expats without families.</p> <p>The city has a tropical climate, specifically a tropical wet and dry climate, with an average humidity of 75%. The year is divided into two distinct seasons. The rainy season, with an average rainfall of about 1,800 millimeters (71 in) annually (about 150 rainy days per year), usually begins in May and ends in late November. The dry season lasts from December to April. The average temperature is 28 °C (82°F), the highest temperature sometimes reaches 39 °C (102 °F) around noon in late April, while the lowest may fall below 16 °C (61 °F) in the early mornings of late December.</p> <p>Ho Chi Minh City is served by Tan Son Nhat International Airport, which is the largest airport in Vietnam in terms of passengers handled</p>
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** 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 17th, 2023

 (Date of filling out the form)
 Ms. Nguyen Thi Thu Phuong

 (Name of the person in charge)
 CEO

 (Position of the person)



Signature with official stamp