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Ministry of Industry, Science, Technology & Innovation

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Phnom Penh, 29 March 2023

To: **Mr. Rho Hyunjun**  
**KOICA Country Director of Cambodia**

**Dear Mr. Rho Hyunjun,**

This letter represents the intent of the General Department of Science, Technology & Innovation (GD/STI) of Ministry of Industry, Science Technology & Innovation (MISTI) to submit 2 proposal forms from GD/STI for the program “WORLD FRIENDS KOREA” ADVISORS & TECHNO PEACE CORPS to the KOICA Cambodia, via Dr. Ly Sokny, Director of Department of Science Technology and Innovation Cooperation, and GD/STI as Focal Point.

The request for Korean advisor to GD/STI will be very crucial to enhance the capacity of our Ministry’s Officials and mutual understanding of the two countries.

I, strongly believe that KOICA Cambodia would support this proposal to dispatch Korean experts to GD/STI.

Please accept, Mr. Rho Hyunjun, the assurances of my highest consideration. 

**For, Minister of Ministry of Industry, Science, Technology & Innovation**

**Secretary of State**



**Dr. Heng Sokkung**



**“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
<b>1. Demand Survey</b>	<b>Demand survey via diplomatic channels</b>	<b>Nov. 2022</b>
<b>2. Planning</b>	<b>Planning</b>	<b>Dec. 2022</b>
<b>3. Recruitment</b>	<b>Preliminary application → Document examination → Interview → Medical examination → Selection</b>	<b>Jan. ~ Apr. 2023</b>
<b>4. Preparatory Training, Dispatch</b>	<b>14 days of training in Korea Dispatch</b>	<b>May. 2023</b>

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 KOICA Cambodia Office **by 28, 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		③ WFK-Techno Peace corps(TPC)
	① KOICA Advisor	② 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 KOICA Cambodia Office  
**by 28, 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"/> ❶ KOICA advisor <input checked="" type="checkbox"/> ❷ NIPA advisor <input type="checkbox"/> ❸ Techno Peace Corps
<b>■ Area of expertise</b>	Science and Technology
<b>■ Job Title</b>	Specialist
<b>■ Location, Country</b>	Phnom Penh, Cambodia
<b>■ Number of Expert</b>	1
<b>■ Duration</b>	12 months
Detailed information of the requesting organization	
<b>■ Organization Name:</b> <i>Ministry of Industry, Science, Technology &amp; Innovation</i> - <b>Requesting Department:</b> <i>Technology Transfer</i> - <b>Office Name:</b>	
<b>■ Type of Organization</b> <input checked="" type="checkbox"/> <b>Government</b> <input type="checkbox"/> <b>Public organization</b> <input type="checkbox"/> <b>Public corporation</b> <input type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Research institution</b> <input type="checkbox"/> <b>Others :</b>	
<b>■ Working Day/Hours : 8H</b>	
<b>■ Contact Person : Mr. Ke Bunthoeurn</b>	
<b>■ Tel/Fax/E-mail :</b> <a href="mailto:ke.bunthoeurn@misti.gov.kh">ke.bunthoeurn@misti.gov.kh</a>	
<b>■ Duty Station: Technology Transfer Department</b>	
<b>■ Major activities of the Organization: (Please list at least three)</b> - Establishment of legal frameworks relate to Technology Transfer. - Conduct research and survey related to technology usage in the manufacturing. - Organize exhibition of technology fairs and pitching event between demand and supply	



sides.

- Organize the events or technology business exchange forum (technology transfer) and record the results of the technology transfer partnership agreement.
- Coordinate and collaborate to find practicing local technology partners and the need for technology transfer or new technologies through technology incubation program.

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

- Provide guidance to the department to achieve its mission.
- Develop manual and guideline for technology transfer.
- Work with the team to develop National Technology Transfer Center and National Tech Start-ups.
- Build up the university industrial linkage.
- Work closely with team to develop a strategy for technology transfer.
- Write concept notes and proposals to donors as required.

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

- Yes     No

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

-

**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)*

**- Summary:**

The technology transfer department needs an expert to assist and support the necessary thing such as setting up the guideline for technology transfer and also building up successfully the infrastructure of the technology transfer in Cambodia. Furthermore, strengthening official capacity is also important to implement the department’s mission successfully. The expert should be talented and flexible as per the department’s requirements. Currently, the department also needs an expert to seek funds to support the department’s mission.

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

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

- **Set up the guideline for technology transfer manual in Cambodia.**



- Draft law and regulations related to technology transfer.
- Other policy as required.
- Technical support**
  - Seek fund to support the department.
  - Strengthen capacity building to the department's office.
  - Ways to connect between departments to other country in order to learn their practical experience.
- Research**
  - Conduct survey on usage of technology at manufacturing in order to support SMEs in Cambodia.
  - Way of successfulness of technology transfer in Cambodia
  - Methodology for running department successfully.
- Lecturing**
  - University Industrial Linkage
  - How to track technology transfer in Country
  - What type of policy to be implement successfully for technology transfer
- Training of local staff**
  - Mechanism of technology transfer
  - Legal tools for technology transfer
  - Technology transfer and licencing
- Other**

**Expected Results/Output**

- **Expected results/output of the tasks by the WFK – Advisor/TPC include:**
  - Manual for technology transfer in Cambodia
  - Guideline for successfulness of department.
  - Legal framework related to technology transfer is built.

**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

- or Master's degree relate to Technology Transfer, IP Law, Technology Startups

\* **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 10 years of work experience in relevant area of Technology Transfer and Law
- Minimum 5 years of professional experience in developing countries and internationally.

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

Yes             No

■ **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 and communication skills
- Knowledge of Khmer culture and language is an advantage, but not a requisite

**Description of the Workplace**

<b>■ Location of the workplace</b>	<ul style="list-style-type: none"> <li>- <u>4</u> km from the capital city</li> <li>- <u>0.5</u> hours by <u>Car</u> (transportation)</li> </ul>		
<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.): Mr. Ke Bunthoern</li> <li>- Position/Work area: Director of Technology Transfer department</li> <li>- Tel/E-mail: <a href="mailto:ke.bunthoern@misti.gov.kh">ke.bunthoern@misti.gov.kh</a></li> <li>- English Language Skill :  <input type="checkbox"/> Basic            <input checked="" type="checkbox"/> Intermediate            <input type="checkbox"/> Advanced</li> </ul>		
<b>■ Administrative and financial arrangements</b>	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>



<b>to be provided by your organization for the WFK-Advisor/TPC</b> <i>(Please mark on the box)</i>	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<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 type="checkbox"/> Phone <input type="checkbox"/> Heater <input type="checkbox"/> Bookshelf )
<b>Other information that may help the WFK-Advisor/TPC adapt to the local environment</b> <i>(Living conditions, weather, allowance, other comments, etc.)</i>			
<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.*

13 March 2023

(Date of filling out the form)

HENG Sokkung

(Name of the person in charge)

Secretary of State, Ministry of Industry, Science, Technology & Innovation

(Position of the person)

Signature with official stamp