



ក្រសួងធនធានទឹក និងខ្នុតុលិយម  
Ministry of Water Resources and  
Meteorology

No 3180 MOWRAM

Phnom Penh, 23 Nov. 2023

To: Ms. Moon Jung Choi,  
Country Director  
KOICA Cambodia Office

Subject: Submit Job Description form of the World Friends Korea Advisers and Techno Peace Corps (TPC)

The Government of the Republic of Korea has been fully supporting the Royal Government of Cambodia in contributing to development of the country, especially in the Water Resources Department Sector. Obviously, the "World Friends Korea Advisers & Techno Peace Corps (TPC)" in Korean has Experts with many years of experience in various field. We have considered that this program is aimed at providing support for the socio-economic development in the area of the exploration and planning of development projects, as well as technological and managerial consultation for the promotion of such projects.

With this connection, the Ministry of Water Resources and Meteorology (MOWRAM) would like to submit job description form of the World Friends Korea Advisers & Techno Peace Corps (TPC) to request experts to dispatch to MOWRAM for advising and providing new technology to support and strengthen the capacity's official on the field of water resources management, planning and development via assistance fund of Korea International Cooperation Agency (KOICA).

Thank you very much for your kind support and cooperation, and looking forward to your acceptance.

Attachment: Job Description form

Sincerely yours

THOR Chetha  
Minister of Water Resources and Meteorology

결재	Local staff	코디네이터	부소장	소장
2023.11.24	-/kay	21/11/24		2023.11.24

Cc: - Cabinet of Minister  
- Director Generals of MOWRAM  
- Chronicle-file

**KOICA**

**nipa**

**NRF**

## **“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.



### \* 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 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 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

9.



< 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	
■ 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	Water resources managment
■ Job Title	Specialist
■ Location, Country	MOWRAM, Cambodia
■ Number of Expert	1 specialists
■ Duration	12 months
Detailed information of the requesting organization	
<p>■ <b>Organization Name:</b> <i>Ministry of Water Resources and Meteorology (MOWRAM)</i></p> <p>- <b>Requesting Department:</b> <i>Department of Water Resources Management and Conservation.</i></p> <p>- <b>Office Name:</b> <i>Korean Project Management Unit</i></p> <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> 5 days per week / 8hours per days (from 8:00am to 12:00am), (from 13:00pm to 17:00pm).</p> <p>■ <b>Contact Person:</b> <i>Mr. Bak Bunna, Deputy Director of Water Resources Management and Conservation Department</i></p> <p>■ <b>Tel:</b> (855) 12 886 241</p> <p>■ <b>Fax:</b> N/A</p> <p>■ <b>E-mail:</b> <a href="mailto:bakbunna@yahoo.com">bakbunna@yahoo.com</a>, <a href="mailto:huong_sunthan@yahoo.com">huong_sunthan@yahoo.com</a>, <a href="mailto:chanbosak@gmail.com">chanbosak@gmail.com</a></p>	





■ **Duty Station:** *Ministry of Water Resources and Meteorology*

■ **Major activities of the Organization:** *(Please list at least three)*

- *water resources and meteorological development and management*

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

- Weather forecasting and information
- flood and drought warning and information
- water resources sector development and management
- Surface and ground water and data management
- water resources operation, management and conservation
- farmer water users community
- hydrology and river works

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

☐ Yes ☒ No

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

- N/A

### 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: assist to technical department and teams above major activities.

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

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

- Water resources management and development master plan
- Institute of hydrology survey

☒ **Technical support**

- technical support on major activities



☒ **Research**

- water resources and hydro-meteorology
- river profile and water balance calculation

☒ **Lecturing**

- Irrigation design and management
- water resources management
- Hydro-meteorology modelling

☒ **Training of local staff**

- provincial department of water resources and meteorology
- farmer water users committee (small-scale water management and allocation)

☒ **Other**

- **software of hydrological survey**

**Expected Results/Output**

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

- increase capacity and knowledge above major activities
- good collaboration with WFK, KOICA

**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

- irrigation
- hydrology and meteorology
- water resources management
- modelling


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

- N/A

**■ Language: English**

*(Official business language will be English. If your organization requires the use of other languages, please provide reasons)*

- Reasons: N/A

**■ Other Requirements** *(Identify desired skills or qualifications for the task)*

- N/A

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**Description of the Workplace**

<b>■ Location of the workplace</b>	- <u>in</u> capital city - <u>0.5</u> hours by car (transportation)		
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name (Mr./Ms.): Mr. Seang Chanbosak - Position/Work area: Officer of MOWRAM - Tel: 092 661 345 - E-mail: chanbosak@gmail.com - English Language Skill: irrigation & civil engineer <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced		
<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC</b> <i>(Please mark on the box)</i>	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Printer <input type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater <input type="checkbox"/> Desk <input type="checkbox"/> Chair <input type="checkbox"/> Bookshelf <input type="checkbox"/> Others ( )	
<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>	- in wet season is good (20°C to 30°C) but in dry season to hot (32°C to 39°C)		





■ 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. *AP*

*23. November 2023*

(Date of filling out the form)

**THOR Chetha**

(Name of the person in charge)

**Minister**

(Position of the person)



Signature with official stamp