



Job Description  
<Attachment 1>



**JOB DESCRIPTION of World Friends Korea(WFK)-Advisor**

※ Please complete the form and mark on the box.

General Information	
<b>■ Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i>	<b>Aquatic Products Processing specialist</b>
<b>■ Location, Country</b> <i>(eg :. Vientiane, Laos)</i>	<b>Can Tho city, Vietnam</b>
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
<p><b>■ Organization Name : Korea – Vietnam Incubator Park</b> - Requesting Department : Aquatic Products Processing Division</p> <p><b>■ Type of Organization</b> 1) <input checked="" type="checkbox"/> Government      <input type="checkbox"/> Public organization      <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :</p> <p><b>■ Contact Person :</b> <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> - Ms. Bui Thi Kim Tuyen – 0907055060      <a href="mailto:kimtuyenkvp@gmail.com">kimtuyenkvp@gmail.com</a></p> <p><b>■ Tel/Fax/E-mail :</b> (+84) 7103 761120      <a href="mailto:vuonomcongnghe_vnhq@cantho.gov.vn">vuonomcongnghe_vnhq@cantho.gov.vn</a></p> <p><b>■ Office Location :</b> Road 8, Tra Noc 2 Industrial Park, Phuoc Thoi Ward, O Mon District, Can Tho city</p> <p><b>■ Major activities of the Organization</b><i>(Please list at least three)</i> - To assist the development research in fields having competitive advantage in Can Tho city in particular and Mekong Delta in general, especially aquatic products processing. - To assist researching of technology development: technology incubation, technology transfer, application of advanced technology in production research, supporting test production, commercialization of science research and technology development. - To assist training human resources: training on enterprise management, specialized knowledge. - To assist production and business, market development.</p> <p><b>■ Major activities of the department where WFK - Advisor will be dispatched</b></p>	





- + Operating and manage machinery and equipment supporting companies.
- + Collect and update the database of aquatic sector.
- + Supporting and incubating companies through: linking experts for technology transfer, business connection, operate KVIP's machine, human training.
- + Supporting Korean company for import – export live fish, logistic document and connect to material supplier.
- Experience of working with WFK - Advisor
  - Yes      No
- If yes, please describe the tasks of WFK - Advisor

**Description of Tasks \***

- The tasks to be undertaken by the WFK - Advisor will be:
  - **Summary :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*
  - + Consulting how can develop value added products from fishery sector. We need an expert who have experience in R&D added value product and understand about sensitive of customer in Korea, Japan, America, Europe,...
  - + Introduce new technology which can apply to fishmeal processing, surimi processing, fishery dried, sausage processing, fish - shrimp fillet processing, fish oil, gelatin, collagen processing and how can live fish store long time?
  - Main duty of WFK - Advisor *(Please mark all that apply and type in detail)*
    - Policy making and Strategic planning
    - Technical support
      - To provide technical advisories and exchange of experiences
    - Training of local staff
  - Understand about Korea culture and how can communicate and make contract successful.
  - Training how to access to Korea fishery market, oversea market and domestic market.

**Expected Results/Output**



- Expected results/output of the tasks by the WFK - Advisor include:
  - + Become a hub of business connection between Vietnam company and oversea distributor in fishery sector.
  - + Training human resource for fishery company.
  - + Transfer new technique from Korea and another country to Vietnam company.
  - + Making good relationship between Korea and Vietnam company.

**Required(Preferred) qualifications of WFK - Advisor**

*(List the minimum essential qualifications required for the experts to successfully carry out this task)*

■ Gender

- Male       Female       No preference

■ Educational Background

- *(eg. Bachelors Degree in Agricultural Economics)*
- Have good experience in aquatic products processing, fishery market development.

\* 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

\* 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 qualities for the task)*

- Excellent inter-personal and communication skills**

**Description of the Workplace**

■ Location of the workplace

- 12 Km from the center city
- 0.5 hours by car (transportation)

■ Information on the co-worker who will work closely with the WFK-Advisor

- Full Name (Mr./Ms.) : Ms. Bui Thi Kim Tuyen
- Position/Work area : Deputy Head of Aquatic Products Processing Division
- Tel/E-mail : kimtuyenkvip@gmail.com





Job Description



	- English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor</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 (Mark if available)	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access	<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone
<b>■ Other information that may help the WFK-Advisor adapt to the local environment</b> <i>(Living conditions, weather, allowance, etc.)</i>	Weather: hot temperature 28 – 34 °C		

\* 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.

Can Tho, August 12, 2016

DIRECTOR



Pham Minh Quoc