

<Attachment 1>

JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

※ Please complete the form and mark on the box.

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	The Fourth Industrial Revolution Specialist
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Ha Noi city, Vietnam
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> August 2017
Detailed information of the requesting organization	
■ Organization Name : <i>Ministry of Information and Communications</i> Requesting Department: <i>National Institute of Information and Communications Strategy (NIICS)</i> Office Name :	
■ Type of Organization 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours : 8 hours/day	
■ Contact Person : Mr Pham Van Nghia	
■ Tel/Fax/E-mail : 091 205 1237/email: pvnghia.mic@gmail.com	
■ Office Location : 115 Tran Duy Hung Street, Ha Noi	
■ Major activities of the Organization <i>(Please list at least three)</i> The Ministry of Information and Communications (MIC) of the Socialist Republic of Viet Nam is the policy making and regulatory body in the fields of press; publishing; posts, telecommunications; radio frequency; information technology, electronics; broadcasting; media; foreign information; domestic information; and national information and communication infrastructure; management of related public services on behalf of the Government.	

■ **Major activities of the department where WFK - Advisor will be dispatched**

The NIICS is a research unit belonging to the Ministry of Information and Communications, in charge of studying, drafting strategies, national master plans, mechanisms, policies, programs and projects for the development of Information and Communications in Viet Nam.

■ **Experience of working with WFK - Advisor**

Yes No

■ **If yes, please describe the tasks of WFK - Advisor**

Since 2011, the NIICS has received several advisors to work in the duration of 1 year per mission with the main tasks: Advising on Broadband development, Green ICT, Green Data Center, Big data, OTT, E learning, and Social network.

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)*

The overall objectives of the tasks of the WFA is to study and analyze the world trends of the fourth industrial revolution, then to propose suitable policies as well as to highlight possible responses and chances related to the fourth industrial revolution for Vietnam.

■ **Main duty of WFK - Advisor** *(Please mark all that apply and type in detail)*

Policy making and Strategic planning

- To cooperate with researchers of NIICS in researching on issues related to the fourth industrial revolution;
- To study the trends of the fourth industrial revolution in the world;
- To study Korea and world experiences in taking full advances of opportunities and responding the challenges from the fourth industrial revolution;
- To study the impacts of the fourth industrial revolution to social and economic development in such a developing country like Vietnam and How does Vietnam catch up the fourth industrial revolution;
- To recommend suitable policies and to highlight possible responses and chances related to the fourth industrial revolution for Vietnam.

Technical support

To provide technical advisories and exchange of experiences from Korea and the world on how to catch up the fourth industrial revolution.

Training of local staff

To provide training courses on relevant area.

Other

To look for fund/support from Korea and International partners to organize a site-tour for NIICS officials to learn experiences or attend the training courses on relevant topics in Korea.

Expected Results/Output

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

Submit a final text report on making suitable policies and highlighting possible responses and chances related to the fourth industrial revolution.

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**

Master degree in IT or above

* **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)*

Have at least, 5 years of work experience in relevant area

Have professional experience in developing countries

* **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	- _____ Km from the capital city		
	- _____ hours by _____ (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) : Ms Tran Tuyet Anh		
	- Position/Work area : Director of Division of Synthesis, Information and International Cooperation		
	- Tel/E-mail : ttanhmic@gmail.com		
	- English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor <i>(Please mark on the box)</i>	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Others(_____)	
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i>			

** 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.*

January/ 05 /2017

Tran Minh Tuan



(Signature)
Vice President