

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>	<p>Six Sigma Expert (Sector: General Industrial Technology)</p>
■ Location, Country <i>(eg : Vientiane, Laos)</i>	<p>Viet Nam</p>
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> 2017 ~
Detailed information of the requesting organization	
■ Organization Name : QUALITY ASSURANCE AND TESTING CENTER 3 (QUATEST 3)	
- Requesting Department : Productivity and Quality division - 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 per day, 5 days a week.	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> Ms. Tran Binh Phuong Thy <i>Head of Information & Promotion Division.</i> QUALITY ASSURANCE AND TESTING CENTER 3 (QUATEST 3)	
■ Tel/Fax/E-mail : Tel: (84-8) 38 294 274 ext. 207 / (84) 916 292 982 Fax: (84-8) 38 293 012 Email: qt-xuctien@quatest3.com.vn	
■ Office Location : 49 Pasteur, Nguyen Thai Binh Ward, District 1, Ho Chi Minh City, Vietnam.	

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

- Testing, inspecting technique and quality, hygiene and safety of products, goods, materials and construction component.
- Testing quality of materials, products and goods. Calibrating, verifying and assessing measurement tools.
- Certifying quality of products in conformity with standards, technical regulations. Certifying of vegetables, fruits and tea in conformity with good agricultural practices (VietGap).
- Surveying, monitoring and analyzing environmental criteria
- Surveying, assessing technical conditions, technology situation and technology transfer.
- **Training, consulting quality, productivity** and application of GSI
- Training professional competence in: standard, metrology and quality
- Researching, manufacturing and supplying metrological references, standard substances, metrological equipment and tools
- Providing repair and maintenance service of metrological equipment, testing and technical tools.
- Receiving registration and consulting application for the right to use barcode
- Providing information and documents related to standards, metrology and quality.

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

Major activities of Productivity and Quality division:

Provide training service related to standard, metrology, quality such as:

- Quality management system.
- Productivity and Quality tools.
- Testing and analysis.
- Special knowledge and skill on standards, metrology and quality.
- The verification and the measurement technician.
- Barcode.

Provide consulting service related to quality management system and productivity tools such as:

- Quality management system: OHSAS 18001, ISO/IEC 17025, 17020, ISO 17021, ISO 15189, VietGAP, GlobalGAP, ISO/TS 29001, ISO/TS 16949, ISO/IEC 27001, ISO 50001, ISO 31000, ...
- Productivity and Quality tools: 5S, kaizen, TPM, Lean, TQM, BSC, KPI, SPC, Industrial engineering, COQ...

■ Experience of working with WFK - Advisor

☐ Yes ☒ No

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

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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)*

- To train the staffs of QUATEST 3 on Six Sigma.
- To help QUATEST 3 to implement Six Sigma projects at organizations.
- To enhance awareness of QUATEST 3's clients on Six Sigma.

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

☐ Policy making and Strategic planning

- None

☐ Technical support

- To support practically for consulting Six Sigma at organizations/enterprises.
- To prepare document for training and consulting activities on Six Sigma.

☐ Training of local staff

- To present at the internal seminars for the QUATEST 3's staff on Six Sigma subjects.

☐ Other

- To present at seminars for QUATEST 3's clients about Six Sigma.

Expected Results/Output

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

- To enhance competence level of QUATEST 3's consultants on Six Sigma.
- To help organizations/ enterprises implement Six Sigma projects successfully.
- To enhance awareness of QUATEST 3's clients on Six Sigma.

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)*

- University graduate or equivalent degree.

* **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 15 years of experience.

- At least 10 years of experience on Six Sigma.

* **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)*

- Good at statistic technic.

Description of the Workplace

<p>■ Location of the workplace</p>	<p>- 0 Km from the capital city - 0 hours by <u>car</u> (transportation)</p>
<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>	<p>- Full Name (Mr./Ms.) : Mr. Le Quang Vu - Position/Work area : Deputy Director of Productivity and Quality division. - Tel/E-mail : Tel: (84-8) 38 294 274 / (84-9) 38 200 056 Email: lq-vu@quatest3.com.vn - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced </p>

■ 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Others ()	<input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Phone
■ 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.*

(Date of filling out the form)

20 / 5 / 2017

(Name of the person in charge)

Truong Thanh Son

(Position of the person)

Vice Director of QUATEST 3

Signature with official stamp



