



<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 Telecommunication/Network Technology: Broadband, FTTX and Mobile Communication.
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Institute of Information and Communication Technology
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> November 2016 ~ <input type="checkbox"/> December 2016 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>ex) Ministry of Commerce(MIC)</i> - Requesting Department : <i>ex) Department of E-Commerce</i> - Office Name: Institute of Information and Communication Technology, Ministry of Posts and Telecommunications.	
■ 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	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> Mr Viengvilay SETTHANON, Director of Curriculum Development Division of IICT	
■ Tel/Fax/E-mail : 856-20-55676365, Fax: 856-21-312431, setthanon@gmail.com	
■ Office Location : Ban Watnak, Sisattanak District, Vientiane Capital, Lao PDR	
■ Major activities of the Organization <i>(Please list at least three)</i> - Human Resource Development on ICT. - ICT Curriculum Development and Conduct Teaching on ICT to IICT instructions.	
■ Major activities of the department where WFK - Advisor will be dispatched - ICT Training to IICT instructors. - ICT Contents Development of some telecom subjects. - Providing consultation on ICT.	



■ Experience of working with WFK - Advisor

☒ Yes ☐ No

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

- Telecom area
- IT
- Network Infrastructure

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)*

- Training on ICT to IICT Instructors
- ICT Contents Development
- Some ICT Contents Development

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

☒ **Policy making and Strategic planning**

- ICT Development Plans
- ICT HRD plan

☒ **Technical support**

- Provide Consultation in ICT
- Upgrade Labs

☒ **Training of local staff**

- Organize Training Course on ICT
- ICT course contents development
- Practical teaching on ICT Labs

☐ **Other**

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-

Expected Results/Output



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

- IICT instructors will be upgrade on the Knowledge and skills of ICT.
- Obtain ICT applications
- Can apply ICT to the appropriate work
- How to teach on Practical Labs

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)*
- Master Degree in ICT
- * **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)*

- Must have work experience more than 1 years
- * **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)*

- Trainer on ICT
- ICT course development on short or long term
- Practical teaching on ICT Labs

Description of the Workplace



Job Description



WORLD
FRIENDS

■ Location of the workplace	- <u>Three</u> 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.) : Mr. Viengvilay SETTHANON - Position/Work area : Director of Curriculum Development Division - Tel/E-mail : 856-20-55676365; setthanon@gmail.com - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor (Please mark on the box)	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Others (Mark if available)	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input checked="" type="checkbox"/> Phone	
■ Other information that may help the WFK-Advisor adapt to the local environment (Living conditions, weather, allowance, etc.)			

** 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.*

18 May 2017

(Date of filling out the form)
Mr. Banchong PHETSIDENG

(Name of the person in charge)

General Director of IICT
(Position of the person)

Signature with official stamp

