



## 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>Public Key Infrastructure specialist</b>
<b>■ Location, Country</b> <i>(eg :. Vientiane, Laos)</i>	<b>Hanoi, Viet Nam</b>
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input checked="" type="checkbox"/> May 2017
Detailed information of the requesting organization	
<b>■ Organization Name : Ministry of Information and Communications</b> <b>- Requesting Department : National Electronic Authentication Centre (NEAC)</b>	
<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 :	
<b>■ Contact Person : Mr. La Hoang Trung, Director General of NEAC</b>	
<b>■ Tel: (+84) 903 254 248</b> <b>Email: lhtrung@mic.gov.vn</b>	
<b>■ Office Location : 7<sup>th</sup> floor, 115 Tran Duy Hung street, Cau Giay district, Hanoi, Viet Nam</b>	
<b>■ Major activities of the Organization</b> (Please list at least three) <b>- Managing the RootCA system</b> <b>- Issuing licences for public Certificate Authorities (CAs)</b> <b>- Research on digital signatur technology and policy for development</b>	
<b>■ Major activities of the department where WFK - Advisor will be dispatched</b> <b>The advisor will be dispatched to the Division of Reseach and International Cooperation of NEAC. Major activities of the Division are:</b> <b>- Research on the new technologies in PKI field</b> <b>- Research on the role of PKI and e-authentication services in the development of e-gov and e-commerce</b>	



- Study and propose solution to implement PKI-based projects.

■ Experience of working with WFK - Advisor

☒ Yes ☐ No

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

E-authentication specialist: Study e-authentication model in the world and propose suitable e-authentication model(s) for Viet Nam.

### 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 propose PKI technologies and applications in e-commerce, e-government.

- Study and propose the applicable service through PKI application in the mobile environment

- Provide experience in the selection and implementation of PKI-based project under PPP model

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

☒ Policy making and Strategic planning

- To study the current status of PKI development in Viet Nam, including public digital signatures and private digital signatures.

- Study and propose the policy and technology for the development of mobile PKI in Viet Nam.

☒ Technical support

- To provide technical advisories and exchange of experiences in the field of PKI

- To participate in the development of interoperability solutions between CAs in Viet Nam

☒ Training of local staff

- To help local staff in both policy making and technical solution development by sharing experiences in the field of PKI

### Expected Results/Output



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

- Solution to implement PKI-based project under PPP model
- Applications for mobile PKI in Viet Nam

**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

- Bachelor's degree or equivalent in Information Technology, Cyber Security or other relating areas.

- \* 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 and
- Internationally, preferably in institutional and policy support projects.

- \* 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
- Knowledge of vietnamese culture is an advantage, but not a requisite



## Job Description



Description of the Workplace			
■ <b>Location of the workplace</b>	- In Hanoi, the capital of Viet Nam (5 km from the centre of Hanoi)		
■ <b>Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name: Mr. Hoang Minh Dat - Position/Work area: Head of the Division of Reseach and International Cooperation. - Tel/E-mail: <a href="mailto:hmdat@mic.gov.vn">hmdat@mic.gov.vn</a> (+84) 949 126 314 - 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> (Please mark on the box)	<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 type="checkbox"/> Phone
■ <b>Other information that may help the WFK-Advisor adapt to the local environment</b> (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.

28<sup>th</sup> Dec 2016

\_\_\_\_\_  
(Date of filling out the form)

**La Hoang Trung**

\_\_\_\_\_  
(Name of the person in charge)

**Director General of NEAC**

\_\_\_\_\_  
(Position of the person)

\_\_\_\_\_  
Signature with official stamp