



Job Description



<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>	Agricultural Products Processing specialist
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Can Tho city, Vietnam
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : Korea – Vietnam incubator Park - Requesting Department : Agricultural Products Processing Division ■ Type of Organization 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i> - Ms. Tran Nguyen Bich Chau	
■ Tel/Fax/E-mail : (+84) 906978978 tnkichchau@gmail.com	
■ Office Location : Road 8, Tra Noc 2 Industrial Park, Phuoc Thoi Ward, O Mon District, Can Tho city	
■ Major activities of the Organization <i>(Please list at least three)</i> - To assist development research in fields having competitive advantage in Can Tho city in particular and Mekong Delta in general, especially – industries of agriculture and aquaculture products processing, and mechanical manufacturing serving agriculture and 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.	





- Major activities of the department where WFK - Advisor will be dispatched
- About the Agricultural Products Processing Division:
 - + Operating and manage machinery and equipment supporting companies.
 - + Collect and update the database of agricultural sector.
 - + Supporting and incubating companies.
 - + Connecting company's idea and specialist to research and develop new products
- 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)*
 - + The demand of rice and agricultural products processing technology actual is high, we focus on specialist who have experience about these sector for connecting with company who desire to research and develop new value added rice and/or agricultural products.
 - + Additionally, KVIP supported by ODA fund: some rice testing equipment (list attached) which instruction for use is Korean and Japanese language. We suggest that the specialist know how to use and calibrate this equipment.
- Main duty of WFK - Advisor *(Please mark all that apply and type in detail)*
 - Supporting new agricultural incubation projects of companies in KVIP.
 - Advising and cooperating with company to research and develop new products following company's idea.

Expected Results/Output

- Expected results/output of the tasks by the WFK - Advisor include:
 - + The specialist could help Incubating company research and develop to success their idea and products.
 - + Connecting with the others Korean Specialist to build good database and information network about rice and agricultural sector.
 - + Rice Processing Division can operating well rice testing instrumentation including: Rice quality control at each stage, thereby enhancing the recovery efficiency and quality of products.



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)

- PhD or equivalent in Food and Agricultural Products Processing

- English language skill advanced

* 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. Tran Nguyen Bich Chau
- Position/Work area : Deputy Head of Agricultural Products Processing Division
- Tel/E-mail : tnbichchau@gmail.com
- English Language Skill :
☐ Basic ☒ Intermediate ☐ Advanced
- French Language Skill
☐ Basic ☐ Intermediate ☒ Advanced

■ Administrative and financial arrangements

Items	Available	Not available
Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>





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to be provided by your organization for the WFK-Advisor (Please mark on the box)	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
■ 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.*

Can Tho, August 12, 2016

DIRECTOR



Pham Minh Quoc