

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>	Six Sigma Expert <i>(Sector: General Industrial Technology)</i>
■ Location, Country <i>(eg : Vientiane, Laos)</i>	Viet Nam
■ 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

■ Location of the workplace	- 0 Km from the capital city - 0 hours by <u>car</u> (transportation)
■ Information on the co-worker who will work closely with the WFK-Advisor	- 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

