



Job Description



JOB DESCRIPTION of World Friends Korea (WFK)-Advisor

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	Electrical Safety Management Advisor
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Ha Noi, Vietnam
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> June 2017 ~ <input type="checkbox"/> December 2016 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>Industrial Safety Techniques and Environment Agency, Ministry of Industry and Trade</i>	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i>	
■ Tel/Fax/E-mail : Ms. Do Hong Le Tel : +84-4-2221-8315/Fax : +84-4-2221-8321	
■ Office Location : 25 Ngo Quyen Str., Hoan Kiem Dist, Ha Noi, Vietnam	
■ Major activities of the Organization <i>(Please list at least three)</i>	
- Performing State management and law enforcement on safety techniques, environmental protection in fields/sectors: Mechanics, metallurgy, electricity (including hydro-power dam safety), new energy, renewable energy, petroleum and gas, chemicals, industrial material explosives, mining industry, mineral processing, consumer industry, food industry and other processing industries, implementation and management of public career services in the areas under the management scope of the Agency as prescribed by laws.	
- Drawing up regulations of safety techniques and environmental protection in the industry sector.	
- Inspection, instruction, monitoring and assessment of system and technical process	
- To implement scientific research projects and develop international cooperation in the industry and trade sector.	
■ Experience of working with WFK - Advisor	

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☒ Yes ☐ No

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

- Investigation of current electrical safety management system
- Exchange of technical information
- Technical consulting services

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)*

- Advise on development/complement of Electrical safety Regulation and Standards
- Development of Human Resources (Education and Training for Electrical Inspection, M&E)

- Bringing in good practices on local development.

- Promotion of Electrical safety services in Viet Nam

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

☐ Policy making and Strategic planning

- To consult and provide document relate on development of specific Regulations for Automatic Power Generation Station, Regulations for electrical repairs.

- To consult on development of General Safety Regulations for Industry and Trade sector including Electrical safety.

☐ Technical support

- To join in conduct electrical safety diagnosis, risk assessment on power facilities, M&E (automatic power station, power plant and electrical usage for production).

- To provide technical advisories and exchange of experiences.

- To develop of education and training manuals for electrical inspectors and M&E.

☐ Training of local staff

- To develop skills on electrical safety inspection and M&E.

☐ Other

- Promotion and support of establishment of energy safety training centre in Vietnam

- Other tasks that ISEA may request

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Expected Results/Output

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

- Participate in improving of Electrical Safety Management in Viet Nam
- Electrical safety Regulation and Standards development
- A creation of a training manual for the electrical inspectors (intensive manual)
- Promotion and support of establishment of energy safety training centre in Vietnam

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)*

- Bachelor's 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, 20 years of work experience in electrical safety management system

- * Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks

- Yes ☐ No

■ Language : English (both in communication and technical terms)

(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)*

- Inter-personal and communication skills

Description of the Workplace

■ Location of the workplace	- <u>25 Ngo Quyen Str., Hoan Kiem Dist, Ha noi, Viet Nam</u>
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr.): Tran Huu Thiem - Position/Work area : Deputy Head of Department



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	- Tel/E-mail : +84-4-2221-8311/thiemth@moit.gov.vn - 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 <i>(Please mark on the box)</i>	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others (Mark if available)	<input type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input 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.

January 12, 2017



(Date of filling out the form)

(Name of the person in charge)

DIRECTOR GENERAL OF ISEA

(Position of the person)

Signature with official stamp

