

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>	E-Government
■ Location, Country <i>(eg :. Vientiane, Laos)</i>	Hanoi, Vietnam
■ Duration	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> October 2017 ~ <input type="checkbox"/> December 2017 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : Ministry of Information and Communications (MIC) - Requesting Department : The Authority of Information Technology Applications (AITA)	
■ 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 : Monday – Friday; 8 hours/day	
■ Contact Person : Mr. Nguyen Huy Khang/ Mr. Tran Viet Cuong	
■ Tel/Fax/E-mail : +84915444866/ nhkhang@mic.gov.vn; khangnguyen86@gmail.com; tvcuong@mic.gov.vn	
■ Office Location : 02nd Floor, Detech Building, No. 08 Ton That Thuyet Str., Cau Giay Dist., Ha Noi, Vietnam	
■ Major activities of the Organization <i>(Please list at least three)</i>	
<ul style="list-style-type: none"> • The Ministry of Information and Communications of the Socialist Republic of Vietnam is the policy making and regulatory body in the fields of press, publishing; posts; telecommunications and Internet; transmission; radio frequency; information technology, electronics; broadcasting and national information infrastructure; management of related public services on behalf of the government. The functions, duties and responsibilities of MIC are regulated in the Government's Decree No. 132/2013/ND-CP dated Oct 16th, 2013. 	
Main functions:	
<ul style="list-style-type: none"> • Submitting to Government drafts of laws, ordinances, regulations, strategies and development plans on press, publishing; posts, telecommunications and information technology. • Providing guidances to the implementation of laws, ordinances, regulations as well as 	

development strategies and plans related to press, publishing, posts, telecommunications and information technology.

■ Major activities of the department where WFK - Advisor will be dispatched

- To elaborate and submit to the Minister of Information and Communications for national programs, long-term, 5-year and annual plans for information technology application; To propose mechanisms and policies for implementing the programs, plans have been approved;
- To provide guidance on investment management and participate to appraise information technology application projects; Appraising, feedback on programs and projects of information technology application in the operation of state agencies; Organize management, evaluate the current status of information technology application on a regular time and annual; Organize assessment, ranking IT application in the operation of state agencies;
- To participate in building and implementing mechanisms, policies, legal documents relating to information technology; guide to transfer technical solutions, technologies, processes of information technology application in state agencies;
- Responsible for implementation of programs, schemes and projects on information technology application which are assigned by the Minister; To guide and coordinate the activities of information technology application to agencies and organizations nationwide;
- To build and manage information systems, management of information resources; to advise the Minister in performing the function of state management activities to build the national database system; guidance, coordination, monitoring, inspection activities to build the national database system;
- To research, propose, participate in building and maintaining standards, specifications applied to information technology application;
- To research, propose, participate in building economic – technical norm on information technology;
- To research, proposed regulations on testing application software and organize to test of application software to serve activities of state agencies;
- To host organizing and coordinating in scientific technology research and international cooperation related to the activities of the authority;

■ Experience of working with WFK - Advisor

Yes No

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

-Providing information, data, documentation, experience and connecting experts from the Korean government about building technical regulation / regulations standard to serve the

connecting and interoperability between the e-document management systems in various State agencies.

Consultant, transfer, guide to Vietnam government civil servants in building technical regulation / standard to serve the connecting and interoperability between the e-document management systems in various State agencies.

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 objective of this task is supplement MIC to develop, select, manage, comply and maintain a catalogue of e-Government standards.

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

Policy making and Strategic planning

- To provide Korean experience in developing, maintaining and managing the e-Government standards catalogue.

e-Government standards include international standards and national standards (standards developed by Korean)

- To advise, recommend to MIC developing and managing the e-Government standards catalogue and policies, regulations related to these standards.

Technical support

- To provide Korean experience in developing and managing the information system to manage the e-Government standards catalogue.

Training of local staff

- To provide experience, workshops and training to develop skills for local staffs in developing and managing e-Government standards.

Other

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Expected Results/Output

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

- Documentation on policies, regulations, etc. related to Korean e-Government standards catalogue and the e-Government standards catalogue management information system.

- Detail Korean e-Government standards.

- Advisory and recommendation for Vietnam to develop, maintain and manage the e-Government standards catalogue.

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 on 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)*

- At least 15 years of work experience in the position related to e-Government standards development in Korean government department/agency.

- Minimum 7 years of professional experience in developing, selecting and managing the standards for e-Government development.

* 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)*

Description of the Workplace

■ **Location of the workplace**

- _____ 5 _____ Km from the capital city
- _____ 0.5 _____ hours by _____ car _____

■ **Information on the co-worker who will work closely with the WFK-Advisor**

- Full Name (Mr./Ms.) : **Mr. Tran Viet Cuong**
- Position/Work area : **Official /Division of Information System**
- Tel/E-mail : **+84914191615/ tvcuong@mic.gov.vn**
- English Language Skill :

Basic Intermediate 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 checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access	<input checked="" type="checkbox"/> Printer <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.*

(Date of filling out the form)

January 10th, 2017

(Name of the person in charge)

Nguyen Thanh Phuc

(Position of the person)

Director General



Signature with official stamp