

<Attachment 1>

## 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>	General ICT/Science Technology
<b>■ Location, Country</b> <i>(eg :. Vientiane, Laos)</i>	Ho Chi Minh City, Viet Nam
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input type="checkbox"/> November 2016 ~ <input type="checkbox"/> December 2016 ~ <input checked="" type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> <i>Institute of Applied Mechanics and Informatics, Vietnam Academy of Science and Technology</i> - <b>Requesting Department :</b> <i>Department of Software Research and Development; Department of Robotics and Automation Controls</i> - <b>Office Name :</b> <i>VIỆN CƠ HỌC VÀ TIN HỌC ỨNG DỤNG</i>	
<b>■ Type of Organization</b> 1) <input type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input checked="" type="checkbox"/> Others : Government Institute	
<b>■ Working Day/Hours :</b> 8 hours/day, 5 days/week	
<b>■ Contact Person :</b> MSc. Tran Duc Hieu	
<b>■ Tel/Fax/E-mail :</b> Tel - (+84).1269.829.899; Email - <a href="mailto:hieutd@iami.vast.vn">hieutd@iami.vast.vn</a> / <a href="mailto:tranduchieu@gmail.com">tranduchieu@gmail.com</a>	
<b>■ Office Location :</b> No. 291 Dien Bien Phu Street, District 3, Ho Chi Minh City	
<b>■ Major activities of the Organization</b> - Applying research and transferring technologies in the field of Machine buildings, Automations, Robotics, IoT, IT applications - Educating and training qualified scientists in the field of mechanical and information technology.	

- Making international cooperation in scientific research and project implementation.

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

- Researching, building and developing information systems in the field of Health, Transport, Agriculture and Education

- Building and developing applications using new technologies of Internet of Things for Automations, Energy Savings, Climate Change Adaptation, etc.

■ Experience of working with WFK - Advisor

☒ Yes    ☐ No

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

- Organize technical workshops/conferences/seminars on development of Health Information System

- Bring in good practices on applying Satellite technologies on Agriculture

- Set up a pilot model for implementing a smart aquafarm – shrimp farm

### 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)*

- Researching and Training state-of-the-art technologies in the field of mechanics and informatics

- Organizing international workshops/conferences/seminars/courses for training and cooperating

- Supporting in making proposal of Institute's projects, international cooperation projects

- Cooperating in setting up and deploying pilot model projects

- Consulting and connecting Korean experts/companies/institutes/agencies to Institute of Applied Mechanics and Informatics (IAMI)

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

☐ Policy making and Strategic planning

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☒ Technical support

- Consulting technologies
- Technology lecture/presentation
- ☒ Training of local staff
- Introducing and training state-of-the-art technologies in the field of Mechanics and Informatics
- Organizing workshops/conferences/seminars on research projects and applied projects
- ☒ Other
- Setting up and deploying pilot model of international cooperation projects
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### Expected Results/Output

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

- Organizing at least one workshop/conference/seminar a year
- Organizing a class course
- Making and proceeding a project proposal
- Setting up and deploying a pilot model project

### 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)*

- ICT Expert

- Master or PhD Degree in related fields of Mechanics and Informatics

- \* 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)*

- Researching and deploying applied projects
- Building and developing technical information systems, electrical systems or mechanical systems
- Organizing international workshops/conferences/seminars

- \* 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)*

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**Description of the Workplace**

<b>■ Location of the workplace</b>	- <u>5</u> Km from the Ho Chi Minh city hall - <u>0.5</u> hours by <u>car</u> (transportation)		
<b>■ Information on the co-worker who will work closely with the WFK-Advisor</b>	- Full Name (Mr./Ms.) : Mr. Tran Duc Hieu  - Position/Work area : Head of Department of Software Research and Development  - Tel/E-mail : (+84).1269.829.899; hieutd@iami.vast.vn  - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced		
<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor</b> <i>(Please mark on the box)</i>	<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	<input checked="" type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Others(      )	
<b>■ Other information that may help the WFK-Advisor adapt to the local environment</b> <i>(Living conditions, weather, allowance, etc.)</i>	Living condition: good culture and leisure, many kinds of transportation, safe and security, many restaurants and hotels Weather: sunny season and rainy season, hot weather.		

*\* 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 13<sup>th</sup>, 2017  
(Date of filling out the form)

**Dr. Truong Nguyen Vu**  
(Name of the person in charge)  
Director of Institute of Applied  
Mechanics and Informatics  
(Position of the person)

Signature with official stamp