



கன்னியா வீதி, வரோதய நகர்
 திருகோணமலை.

கன்னியா வீதி, வரோதய நகர்
 திருகோணமலை

Kanniya Road, Varothaya Nagar
 Trincomalee.

உமது இல.
 கிணை எணை
 Your No

எனது இல.
 கிணை எணை
 My No.

} EP/P&T/KOICA/2016
 15/02/2016

All Secretaries
 Deputy Chief Secretaries
 Eastern Province

KOICA Volunteers & Advisors Programme for the year 2016

This has reference to the letter No: PL/6/3/17/2016 dated 08/02/2016 addressed to All Chief Secretaries by Secretary, Ministry of Provincial Councils and Local Government, Colombo on the above subject. (Copy is attached herewith).

The Korea International Cooperation Agency is formulating volunteers. They are seeking to identify the demand of the Korean volunteers' and advisors to deploy the volunteers to Sri Lanka under the above programme. We have already informed to you by my letter even numbered dated 01/02/2016.

Hence, if you wish to obtain from Korean volunteers to your ministry or institutions come under the administrative purview, you are requested to submit the details in the application forms to reach this office on or before 19/02/2016.

The soft copies of the relevant request forms can be downloaded from www.ep.gov.lk (Foreign Training Opportunities).


Mrs. Kalamathy Pathmarajah
 Deputy Chief Secretary - Personnel & Training, EP

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මහාමාත්‍ය
 Minister } 2326732
 රාජ්‍ය අමාත්‍ය
 State Minister } 2390657
 ලේකම්
 Secretary } 2399735
 2399673

මගේ අංකය
 My No. } PL/6/3/17/2016
 ඔබේ අංකය
 Your No. }
 දිනය
 Date } 08.02.2016

පළාත් සභා හා පළාත් පාලන ආයතනාංශය
 மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
 Ministry of Provincial Councils and Local Government

330, இனிமன் சாலை, கොழும்பு 02 / 330, புனிதன் பிரதேச, கොழும்பு 02 at 330, Union Place, Colombo 02.

Office of the Deputy Chief Secretary
 Personnel & Training
 12 FEB 2016
 Eastern Province
 Trincomalee



To All Chief Secretaries

KOICA Volunteers & Advisors programme for the Year 2016

This has reference to my letter no PL/6/3/17/2016 dated 02nd of February 2016 on above

A CD contained soft copies of the relevant request forms sent to you vide above quoted reference is forwarded herewith for your convenience.

D.T.N.D Gammunage
 Assistant Secretary (P.C)
 For Secretary.

Do/E

Des/Pr

Fuap

D.M.S. Abaygunawardana 2/12/2
 Chief Secretary
 Eastern Province

කාර්යාලය Office Tel: 2305326/7 Fax: 2347529	අතිරේක ලේකම් (පාලන හා මුදල්) Addl. Sec. (Admin & Finance) Tel: 2347528 Fax: 2347529	අතිරේක ලේකම් (පළාත් පාලන සහ පළාත් සභා) Addl. Sec. (Local Govt. & Provn. Councils) Tel: 2326106 Fax: 2324142	අතිරේක ලේකම් (වැරදීම) Addl. Sec. (Development) Tel: 2303722 Fax: 2303724	ප්‍රධාන ගණකාධිකාරී Chief Accountant Tel: 2345973 Fax: 2347532
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THE MAIN FILED FOR 2016 KOICA VOLUNTEER PROGRAMS

Sector	Sub Sectors
Education & Culture	<ol style="list-style-type: none"> 1. Korean Language 2. Special Education 3. Primary Education 4. Early Childhood Education 5. Western Music 6. Mathematics 7. Cooking 8. Taekwondo 9. Arts 10. Youth Development 11. Science Education 12. Beauty Treatment Education
Urban and Rural Development	<ol style="list-style-type: none"> 1. International Development volunteer (<i>Economic Development promoter</i>) 2. International Development volunteer (<i>Researcher</i>) 3. International Development Volunteer (<i>Public Policy Assistance</i>) 4. Tourism 5. Agriculture 6. Fisheries 7. Stockbreeding 8. Community Development 9. Social welfare
Industry and Energy	<ol style="list-style-type: none"> 1. Auto-mobile 2. Electricity 3. Machinery 4. Electronics 5. welding 6. Architecture 7. Food processing 8. Bakery 9. Radiation 10. Textiles & Clothing
Information Technology	<ol style="list-style-type: none"> 1. Computer Education 2. Computer Design
Public Health	<ol style="list-style-type: none"> 1. Nursing Volunteer Dispatched to Local Community 2. Nursing Volunteer Dispatched to Hospital 3. Nursing volunteer Dispatch to School 4. Physical therapy 5. Physical Education 6. General Health 7. Clinical Pathology - Dispatched to Hospital 8. Clinical Pathology - Dispatched to Tuberculosis centre 9. Clinical Pathology - Dispatched to Collage 10. Clinical Pathology - Dispatched to Blood center 11. Health Extension Program Volunteer
Environment and other	<ol style="list-style-type: none"> 1. Environment 2. Librarian

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 කමිස්
 Minister } 2326732

රාජ්‍ය අමාත්‍ය
 මානව සම්පත්
 State Minister } 2390657

ලේකම්
 செயலாளர்
 Secretary } 2399735
 } 2399673



Office of the Deputy Chief Secretary
 Personnel & Training
 12 FEB 2016
 My No
 Your No

මගේ අංකය
 எனது இல
 My No } PL/6/3/17/2016
 உமது இல
 Your No }
 අ.ප. 02 2016
 අංක
 தகவ
 Date }

මානව සම්පත් සහ මානව සම්පත් අමාත්‍යාංශය
 மானவ சமீபகள் மற்றும் உள்ளூராட்சி அமைச்சு
 Ministry of Provincial Councils and Local Government

330, ඌනියන් පොළ, කොළඹ 02 / 330, ඌනියන් විලියම්, කොළඹ 02 / 330, Union Place, Colombo 02

Handwritten notes and signatures: *Bo/E*, *DCS/Pxi*, *Frm*, *D.M.S. Abeyaratne*, *Chief Secretary*, *Eastern Province*, *2 1/2*

To All Chief Secretaries

KOICA Volunteers & Advisors Programme for the Year 2016

This has reference to the letter no; TA/&UN/KOICA/visa/2016 dated 20th January 2016 addressed to you and Secretaries of all Ministries by Director General Department of External Resources on above.

As the Korean International Cooperation Agency (KOICA) is currently formulating their 2016 KOICA volunteers dispatch plan to deploy volunteers and advisors under the above programme you are kindly requested to submit the details of the demands including the number of required volunteers and advisors, expected service areas with dully filled sector wise request forms per each volunteer service area within 2 weeks. (request forms for volunteers & advisors are enclosed herewith)

The request forms can be downloaded from ERD public Website. (www.erd.gov.lk)

Your Cooperation in this regard is highly appreciated.

D.T.N.D
 D.T.N.D Gammunage
 Assistant Secretary (P.C)

Sgd/by
 U.S.K Denawatta
 Senior Assistant Secretary (P.C)

Copy
 Secretaries of all Provincial Ministries – For information & necessary action please

කාර්යාල කොටස Office Tel: 2305326/7 Fax: 2347529	අතිරේක ලේකම් (පාලන හා මුදල්) செயலிச் செயலாளர் (நிர்வாகி) Addl.Sec (Admin & Finance) Tel: 2347528 Fax: 2347529	අතිරේක ලේකම් (මානව සම්පත් සහ මානව සම්පත්) செயலிச் செயலாளர் (மனவ சமீபம்) Addl.Sec. (Local Govt. & Provn. Councils) Tel: 2326106 Fax: 2324142	අතිරේක ලේකම් (ව්‍යවස්ථාපිත) செயலிச் செயலாளர் (அபி): Addl.Sec. (Development) Tel: 2305722 Fax: 2303724	ප්‍රධාන ගණකාධිකාරී இந்ரவர் கணக்காளர் Chief Accountant Tel: 2345973 Fax: 2347532
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All Secretaries
Deputy Chief Secretaries
Eastern Province

Ep/P&T/KOICA/2016

1/2/2016


KOICA Volunteers & Advisors Programme for the year 2016

This has reference to the letter No: TA&UN/KOICA/Visa/2016 dated 20/01/2016 by Director General, Department of External Resources, Colombo on the above subject. (Copy is attached herewith).

The Korea International Cooperation Agency is formulating volunteers. They are seeking to identify the demand of the Korean volunteers' and advisors to deploy the volunteers to Sri Lanka under the above programme.

Accordingly, if you wish to obtain from Korean volunteers to your ministry or institutions come under the administrative purview, you are requested to submit the details in the attached format to reach this office on or before 03/02/2016. (Copy of the request forms are attached)

Note : Course details can be downloaded from www.ep.gov.lk (Foreign Training Opportunities).


M.C. Ansar
Assistant Secretary

Sgd : Mrs. Kalamathy Pathmarajah
Deputy Chief Secretary –Personnel & Training



විදේශ සම්පත් දෙපාර්තමේන්තුව
 வெளிநாட்டு வளங்கள் திணைக்களம்
 Department of External Resources

ජාතික ප්‍රතිපත්ති හා ආර්ථික කටයුතු අමාත්‍යාංශය
 இயற்கைම් கார்ப்பரம் (3 වැනි මහල), ක.අ.ප. 277, කොළඹ 00100, ශ්‍රී ලංකාව
 தேசிய கொள்ளைகள் மற்றும் பொருளாதார அலுவலர்கள் அமைச்சு,
 செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
 Ministry of National Policies and Economic Affairs
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
 எனது இல
 My No

TA&UN/KOICA/Visa/2016

ඔබේ අංකය
 உமது இல
 Your No.

of the Deputy Chief Secretary
 Personnel & Training

අංකය
 இல
 No.

20-01-2016

01 FEB 2016

Secretaries of All Ministries

Chief Secretaries of All Provincial Councils

Eastern Province
 இராச்சம்



Dear Sir/Madam

KOICA Volunteers & Advisors Programme for the Year 2016

As per the information given by the Korea International Cooperation Agency (KOICA), KOICA is currently formulating 2016 KOICA volunteers dispatch plan and therefore, KOICA is seeking to identify the demands of the Korean volunteers and advisors for the year 2016 to deploy the volunteers to Sri Lanka under the above programme.

Accordingly, if you wish to obtain Korean volunteers to your Ministry or institutions under the purview of your Ministry under this programme, you are kindly requested to submit the details of the demands including the number of required volunteers, expected service areas with the dully filled sector wise request forms per each volunteer service area. Copies of request forms for volunteers are enclosed.

In addition, if you wish to obtain Korean Advisors to your Ministry under this programme, you are kindly requested to submit the dully filled request form (one request form per one Advisor requirement basis) on or before 27th January 2016. Detailed information of the KOICA Advisors programme is enclosed herewith & the request form can be downloadable from ERD public website. (www.erd.gov.lk)

Your cooperation in this regard is greatly appreciated.

Yours faithfully

P.I. Suman
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Noor Rizna Anees
 Director/TA&UN Division
 For Director General

DCS/Px 9

D.M.S. Abayaratneawardana
 Chief Secretary
 Eastern Province

1/2

අධ්‍යක්ෂ ජනරාල්
 பணிப்பாளர் நாயகம் } 94-11-2484693
 Director General } 94-11-2434876

කාර්යාල
 அலுவலகம் } 94-11-2484500
 Office } 94-11-2484600
 94-11-2484724

සුදුසු අංකය
 தொடரல் தகவல் } 94-11-2447633
 Fax

Official Request for World Friends KOICA Volunteer

1. Overview of Institution for Dispatch of KOICA Volunteer

Name of country		Name of institution	
Type of business	Public administration(), Education(v), Agriculture/forestry/fisheries(), Health(), Industrial energy()		
Profession	Computer education (general)		
Institution code			
Contact information	Address	Phone	Email

2. Background of Dispatching KOICA Volunteer

1) Purpose of establishing Institution (Please fill out the box briefly in two or three lines)

2) Form of dispatch : New(), Successor() / Order of priority : Urgent(), High(), Medium(), Low()

3) Has the Institution received any benefit of ODA program/project? : Yes(), No()

*This question is to find out whether the Institution has received any benefit as a part of ODA program/project from donor country or multilateral organization.

3)-1) If you answered YES to the question above, please fill out the following.

- Name of donor country (or multilateral organization) of the program/project : _____
- Name of executing institution (or multilateral organization) of the program/project : _____
- The program/project (Name/Cost in US\$/Period of support): _____ / _____ / _____

4) Expected activities after dispatch of KOICA Volunteer

(Main activities of General Computer Education Volunteer)
 Computer Education (General) Volunteers are engaged in computer education of theory, application and practice including hardware, software and Internet. Their main activities are to develop teaching materials and teach how to repair computer hardware, teach office automation program and establish and operate job preparation class.

(Main activities of ** Institution) In case of ** Institution,

5) Case of cooperating with an institution other than KOICA for the last two years from the date of investigation

- Name of country (or multilateral organization) :
- Name of institution (or multilateral organization) :
- Number of dispatched personnel :
- Main research activities (Please write briefly) :

3. Job Description of KOICA Volunteer

*For dispatch of KOICA volunteer, Institution shall select contents of activity or education, and insert % in each column for the level of importance to be 100% in total. Description must be completed by consulting with KOICA staff or active KOICA volunteer.

Upper category	Subcategory	Level of importance (Total 100%)
A. Installation and use of Office	1) Installation of English Office	%
	2) Use of Excel, Power Point, Word	%
B. Inner structure of the computer and assembling/disassembling	1) Understanding the inner structure of the computer	%
	2) Assembling/disassembling the computer	%
C. Installation and use of Operating system	1) Installation of English Window 7	%
	2) Virtual drive, UltraISO	%
	3) System backup/restoration	%
D. PC maintenance	1) BIOS Setup(Award/Phoenix/AMI)	%
	2) Components inspection/components change/hardware diagnosis	%
	3) OS diagnosis and optimization setting	%
E. Network setting	1) Network communication setting	%
	2) Router and AP setting	%
	3) Making LAN cable	%
F. Others (Write down the details when there is additional demand not included in the upper category)		

4. Required qualification for KOICA Volunteer

1) Sex : M(), F(), Any() / Choose one

2) Education : Meister or specialized high school(), Specialized BA/BS(), BA/BS(), MA/MS(), PhD() / Choose one

<Introduction of Korean school system >

- 1) Meister or specialized high school : Similar to the Meister school system of Germany and Switzerland, students learn a variety of specialized fields such as automobile, machine, welding, computer, cooking, confectionery and bakery, child education, music education, textile, beauty treatment, etc. Students enter the school at 15, receive three years of technology-oriented education, and graduate at the age of 18.
- 2) Specialized bachelor's degree : After high school graduation, students receive two or three years of practical education in their specialized field.
- 3) Bachelor's, master's and doctor's programs are identical to the education system of the U.S.

3) Work experience : More than 6 months(), More than 1 year(), More than 2 years(), More than 3 years(), More than 5 years(), More than 10 years() / Choose one

4) Type of volunteer : KOICA Dream Volunteer(), KOICA Volunteer(), KOICA Senior Volunteer() / Choose one

<Introduction of KOICA Volunteer >

- KOICA Dream Volunteer : The youngest KOICA volunteers (average age is 19) consisted of Meister or specialized high school graduates to serve as teaching assistants for KOICA Volunteer and Senior Volunteer.
- KOICA Volunteer : Junior expert under 49 years old with educational and career experiences in the field.
- KOICA Senior Volunteer : Expert with more than 10 years of experience in the field.

5) Required certification :

Example) Nursing license

5. Activity Information

1) Language

- Language required for official activities including medical treatment, classes, etc. : _____
- Language required in daily life :

2) Information of Institution

*Information of Institution is an essential factor for KOICA Volunteer to make preparations in Korea for activities. Please note that the efficiency of volunteer activities will increase in proportion to the accuracy of information.

Computer specifications (Model name, manufacturer)	CPU	Mainboard	RAM	HDD	ODD	Graphic Card
Number of available computers	Functional computers (Qty)		Serviceable OS			
S/W in use						
Network environment	Wireless router (Name of model, manufacturer / Qty)		Network printer (Name of model, manufacturer / Qty)		Network equipment (Name of model, manufacturer / Qty)	

3) Activity target

Activity target	Elementary school student(), Middle school student(), High school student(), College student(), Others()				
Number of participants	1~50(), 51~100(), 100~200(), 200~300(), More than 300()				
Availability of personnel	Instructor(), Administrative staff(), Others() / Insert number				
Instructor level	MS-OFFICE	Assembling/disassembling computer	Computer maintenance	Network setting	Installation of operating system
	High(), Medium(), Low()	High(), Medium(), Low()	High(), Medium(), Low()	High(), Medium(), Low()	High(), Medium(), Low()
Activity hours					
Further references					

4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

5) Information of local institution co-worker

* Co-worker of local institution may carry out various collaborative activities with KOICA Volunteer.

- Name (Last/First) :
- Position :
- Fields of activity :

6) Local information

Location information on the map			
Local population	()	Distance from the capital	Km
City type	Metropolis(), Medium-sized city(), Town ()	Means of transportation to the capital	Airplane(), Automobile(), Train(), Bus()
Living expenses/month	US\$	Travel time to the capital	() hr, () min
		Housing expenses/month	US\$
Housing	Provided by Institution ()	Dormitory(), House(), Apartment(), Official residence(), Others ()	
	Not provided ()		
Electricity	110v (), 220v (), Both ()	Heating/Cooling	Heater available () Air-conditioning available ()
Safety conditions	Very safe(), Safe(), Dangerous(), Very dangerous()	Medical facilities	General hospital() Hospital() Health center() N/A()
Vaccination requirements			
Current activities of KOICA members			

Other useful information	Insert additional information, e.g. supplies, materials to prepare before departure
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7) Photos of Institution (Submission of about 5 photos is suggested)

I hereby submit the official request form to World Friends KOICA Volunteer

(Name) : _____
(Position) : _____
(Institution Name) : _____
(Date) : DD/MM/YYYY
(Signature) : _____