



Terms and Conditions of the RCARO Fellowship Programme

1. Objective

RCARO invites fellows from RCA Government Parties to provide opportunities to the fellows on experiencing RCA/RCARO activities and develop strong network within the RCA. Fellows' contributions to the RCA and RCARO during the Programme will benefit the RCA Programme for further development. In addition, fellows are expected to improve their understanding and professional competence and successfully continue their career in their countries after the fellowship is completed.

2. Duty Station

RCA Regional Office, Daejeon, Korea (within the premises of the Korea Atomic Energy Research Institute)

3. Work Scope

Participants will be given duties to support the RCA/RCARO activities, such as

- Preparation of policy meetings such as RCA NRM and RCA GCM;
- Supporting cooperative projects and activities implemented by the RCARO;
- Supporting RCA publications such as RCA brochure and Newsletter;
- Preparation of status/activity reports; and
- Other appropriate activities related to the RCA and the RCARO

(Detailed work scope will be decided through consultation between the participant and the RCARO.)

4. Duration

The duration of work in the RCARO is **three months** depending on the availability of the participant. The start date will be decided through consultation between the participant and the RCARO.

5. Qualifications

Fellows are required to meet the following qualifications:

- Good command of spoken and written English;
- Excellent interpersonal and communication skills;
- Experience in the IAEA/RCA related activities; and
- Computer skills: Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and ability to use databases

6. Administrative and Financial Arrangements

The following is tentative schedule for the selection process.

| Schedule | Action |
|------------------------------------|--|
| 13 February 2024 – 8 March 2024 | Submission of Application Forms to the RCARO |
| 11 – 22 March 2024 | Selection process |
| 25 – 29 March 2024 | Announcement of selectees to the GPs |

Selected fellows will be informed of full details on the preparations for the programme which include administrative and financial matters. During the programme, fellows will be provided with

- Economy class round-trip air ticket;
- Living expenses;
- Casualty insurance; and
- Assistance in finding accommodation

7. Working Condition

Fellows work five days a week from Monday to Friday. The working hour is 8 hours/day from 09:00 to 18:00 except lunch break from 12:00 to 13:00. A prayer break for religious reason is acknowledged.

8. Application

Applications should be submitted using the Application Form. Completed forms should be endorsed by the respective National RCA Representative and submitted to the RCARO by email at rcaapply@rcaro.org or by fax +82 42 864 1626.