



## **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 RCARO Managed Projects in reporting and coordinating activities;
- Supporting RCA publications such as RCA brochures and RCA Success Stories;
- Coordinating knowledge management activities such as RCARO/KAERI Joint Workshop;
- Review and update the contents on the RCA website;
- Activities of developing possible projects to meet the needs of the Government Parties; and
- Other appropriate activities related to 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 **2 months** depending on the preferred duration of stay of the participant. The start date will be decided through consultation between the participant and 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 2010(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
12 <sup>th</sup> November 2018 - 7 <sup>th</sup> December 2018	Submission of Application Forms to the RCARO
10 <sup>th</sup> - 19 <sup>th</sup> December 2018	Selection Process
21 <sup>st</sup> December 2018	Announcement of Selectees to the GPs
March 2019	Start of 2019 Fellowship Programme

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 to Jinhwa KIM, Project Officer, at [evolution@rcaro.org](mailto:evolution@rcaro.org) or by fax at +82-42-864-1626.