

Adopted by 31st RCA GC Meeting on 18 September 2002



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R C A  
Regional Office

## **Annex – 2**

Guidelines on the Selection and Appointment of  
A Director of the RCA Regional Office

## **Annex - 2**

# **Guidelines on the Selection and Appointment of A Director of the RCA Regional Office**

1. (Objectives) The Guidelines define details regarding the development of qualifications for the position, vacancy notice, selection and appointment and other necessary matters of a Director of the RCA Regional Office.

2. (Role of the Advisory Committee) The Guidelines shall be prepared by the Advisory Committee and agreed upon by consensus of the RCA Member States at the RCA Meeting of National Representatives.

3. (Background) The Working Paper was in principle agreed upon by all RCA Member States at the 30<sup>th</sup> RCA General Conference in Vienna on 15 September 2001. It was requested that Guidelines to define details for nominating and appointing a Director of the RCA Regional Office would be attached to the Working Paper as an Annex. A 6-member Advisory Committee was finally established at the 24<sup>th</sup> RCA Meeting of National RCA Representatives in Korea in March 2002. The Advisory Committee was requested to prepare the Guidelines and to report at the 31st RCA General Conference in September 2002 in Vienna for endorsement by the Member States. The Advisory Committee met in July 2002 in Vienna and concluded this final version of the Guidelines.

4. (Job Description/Qualifications of the Regional Representative)

(a) The Advisory Committee on behalf of the RCA Member States will determine the exact qualification and experience of the candidate(s) of the Director position.

(b) The Advisory Committee in cooperation with the IAEA/RCA Office will develop a properly designed vacancy notice together with a Job Description

5. (Employment Notice)

- (a) The Chairperson of the Advisory Committee in cooperation with the RCA Regional Office and the IAEA/RCA Office in Vienna shall circulate the Job Description Form together with a post vacancy notice to all National RCA Representatives in order to invite applications.
- (b) The Chairperson of the Advisory Committee in cooperation with the RCA Regional Office and the IAEA/RCA Office in Vienna shall also advertise the vacancy notice mainly through the Internet home pages of the RCA Regional Office and the IAEA/RCA and other related regional and international information channels.
- (c) The Chairperson of the Advisory Committee in cooperation with the RCA Regional Office and the IAEA/RCA Office in Vienna shall inform the RCA Member States' mission representatives to IAEA of the vacancy notice to encourage the applications.
- (d) The RCA Regional Office on behalf of the Advisory Committee shall receive applications by the deadline set out in the vacancy notice. Therefore, the application should address to the RCA Regional Office. If there are no applications by the deadline, it can be extended to an additional period of time. The Advisory Committee shall decide this extension.
- (e) The application shall ~~in principle be made~~ *be forwarded* through the National RCA Representatives/*competent authorities* of the Member States with appropriate endorsement from the government authorities.

## 6. (Selection)

- (a) The Advisory Committee shall constitute a Selection Committee of a Director of the RCA Regional Office. The Selection Committee shall develop terms and conditions needed for the employment together with the vacancy notice. The Selection Committee shall prepare a short-list based on the documents that the applicant(s) submitted, if there are a number of candidates, for example, more than 10 applicants. The Selection Committee then selects one most suitable candidate or preferably two and recommend to the next Meeting of National

RCA Representatives for final appointment.

- (b) The selection of one final candidate shall be made by consensus among the National RCA Representatives. If no consensus is reached among the National Representatives, the majority shall abide the decision.
- (c) If necessary, the Selection Committee shall convene well before the Meeting of National RCA Representatives at an agreed place for interviewing the candidate(s).
- (d) Guidelines on the operation of the Selection Committee shall be attached as an Annex of these Guidelines (Ref. Annex - 3).

7. (Terms and Conditions of the Director of the RCA Regional Office) This shall be separately described in detail and attached as an Annex of the Guidelines.

8. (Duty Start)

- (a) *Subject to medical clearance*, ~~The~~ *the* newly appointed Director shall start his/her duty at the RCA Regional Office at the earliest possible time at the duty station in Korea.
- (b) A senior staff of the RCA Regional Office shall work as the Acting Director until the newly appointed Director begins his/her duty at the RCA Regional Office.
- (b) Administrative details about the post settlement and work-start shall be agreed between the host country (The Korean Government Ministry responsible for RCA matters) and the originating country of the Director. When necessary, an MOU between the host country (Korea) and the originating country of the Director shall be established for effective functioning of the Director in the duty station.

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Revision recommended by Selection Committee in June 04