

# **Job Description and Terms and Conditions for the Director of the RCA Regional Office**

## **1. Introduction**

In order to increase awareness of the RCA and also to promote RCA partnerships, RCA Member States wished to have a RCA Regional Office (RCARO) in the region. At the National RCA Representatives Meeting in 2000, the Republic of Korea offered to host the RCARO in Korea. The Republic of Korea pledged to provide financial support for the operation and management of the RCARO including the salary of the Director, if he/she were from Korea. RCA Member States welcomed this generous offer and agreed to establish the RCARO in Korea. The RCARO was officially opened in Daejeon, Korea on 27 March 2002 in connection with the 30<sup>th</sup> Anniversary of RCA Agreement.

An interim operation of three years was allocated to the RCARO. During this period, it was requested that the host government of the RCARO would make the necessary legal provisions for functioning of the Office. At present, the RCARO legally functions in Korea based on the Ministerial Rules issued by the Korean Minister of Science and Technology. The administrative work of the RCARO is supported by the Korea Atomic Energy Research Institute (KAERI), but the Director of RCARO has the full authority and autonomy to operate and manage the RCARO independently of KAERI.

When establishing the RCARO, the RCA Member States agreed that, during this interim operational period, the host government of the RCARO would designate a Director. It was also agreed that when the Office entered into full operation, the National RCA Representatives Meeting should appoint a new Director. In order to select a Director, a five-member Selection Committee was constituted. The Selection Committee was requested to develop the terms and conditions for the Director based on the 'Working Paper on the Establishment of the RCA Regional Office in Korea' and the 'Guidelines on the Selection and Appointment of the Director of the RCA Regional Office'. The 31<sup>st</sup> RCA General Conference Meeting in Vienna in 2002 adopted these documents.

## **2. General**

- Under the direction of National RCA Representatives and in co-operation with the host government of the RCARO in Korea, i.e., the Ministry of Science and Technology, the Director of the RCARO is required to contribute to the development of the RCA in general but more specifically of the RCARO, to make efforts towards improving RCA visibility and viability, and to supervise and strengthen the RCARO
- The status of the Director position would be similar to that of P-5 level in the UN organizations.

## **3. Roles and Functions of the Director**

The roles and functions of the Director are as follows:

- To pro-actively seek out opportunities for the RCA to participate in projects being funded by major regional and international donors, including international agencies,
- To negotiate and secure funding for RCA projects,
- To promote the peaceful uses of appropriate nuclear technology to assist in addressing regional and national needs,
- To provide enhanced visibility for the RCA at regional and international fora, and
- To implement the directives of the RCA Member States as agreed upon at the National RCA Representatives meetings.

## **4. Qualifications of the Director**

### **Essential:**

- Educational background and qualification in science/engineering/technology fields, preferably nuclear related
- More than 15 years of experience either in administration and policy planning or in research and development activities
- Significant experience and knowledge of the workings of the RCA and of the IAEA.
- Good oral and written communication skills in English
- Proven record of achievement related to the described assignments

- Excellent interpersonal relations and communication skills
- Knowledge in dealing with international organizations, in particular with regard to project design and development.

**Desirable:**

- Knowledge of the organization, structure, financing, and administration of international organizations
- Computer literacy and ability to use effectively word processing and office automation equipment
- Sound background in the administration and management, public relations, fund seeking activities or negotiations.

**5. Remunerations for the Director**

Unless otherwise provided for, the originating Member State shall be responsible for the salary including the fringe benefits for the Director, based on its own guidelines.

**6. Duty Station**

The RCA Regional Office presently located at Daejeon, Korea, within the premises of the Korea Atomic Energy Research Institute (KAERI).

**7. Term of Appointment**

A fixed term of three years, subject to annual performance evaluation. It may be extended with the approval of National RCA Representatives meetings. The 'Employment Contract' will be made between the competent authority or government authority of the applicant and the host government of the RCARO.

**8. Privileges and Immunities**

Unless there is a separate agreement on the privileges and immunities established between the host government of the RCA Regional Office and the originating government of the Director, the Director shall observe Korean laws and regulations including taxation. Unless otherwise agreed, the income tax will be compensated for from the budget of the RCA Regional Office.

The Member States, particularly the host country, shall offer every possible support to the Director in the exercise of his/her functions.

## **9. Evaluation of the Performance**

The performance of the Director shall be evaluated on an annual basis by the Advisory Committee of the RCARO. Failure in performance may result in early termination of the assignment.

## **10. Selection Process and Time Frame**

- **30 September 2004:** Vacancy Notice (The Notice shall be made through National RCA Representatives, RCA Regional homepage, RCARO homepage and IAEA/TC-RCA website, and other means of information channels as necessary)
  - **15 January 2005:** Closing of the applications
  - **16 January – 7 February 2005:** Review by the Selection Committee
  - **14 – 18 February 2005:** The 2<sup>nd</sup> Meeting of Selection Committee (if required)  
The Selection Committee will recommend to the RCA Advisory Committee a maximum of three candidates in order of priority, who best meet the selection criteria. The RCARO Advisory Committee shall forward this to the Meeting of the National RCA Representatives for consideration and appointment by the decision of the meeting of the National RCA Representatives.
  - **March 2005:** Appointment by the Meeting of the National RCA Representatives
- ❖ The new Director's duty will begin once an MOU between the host government and the originating country of the Director is concluded. The MOU will detail the responsibilities for supporting the Director in successfully fulfilling his/her duties without difficulties in Korea and in the originating country as well.

## **11. Applications and Contact**

The applicant is requested to submit the attached form duly completed through the National Representative/Competent Authority before the deadline.

The application should be submitted to the following address either via mail and fax or electronically. Supporting documentary evidence may be requested later, to support the statement made in the application.

Chairman, Selection Committee

c/o RCA Regional Office

150 Dukjin-dong, Yuseong-gu, Daejeon, Korea 305-353

Tel: +82-42-868-2776~9, 2147

Fax: +82-42-864-1626

Email: [jkchung@kaeri.re.kr](mailto:jkchung@kaeri.re.kr) or [dkkim@kaeri.re.kr](mailto:dkkim@kaeri.re.kr)

**\* For further information, please, visit to the following RCA related websites:**

RCARO homepage: [www.rcaro.org](http://www.rcaro.org)

RCA Regional homepage: [www.rca.iaea.org/regional](http://www.rca.iaea.org/regional)

IAEA/TC-RCA website: [www.rca.iaea.org](http://www.rca.iaea.org)