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## **TERMS OF REFERENCE**

### **- TCS Internship Program (online)-**

The TCS is an intergovernmental organization established in 2011 by the People's Republic of China, Japan, and the Republic of Korea to promote peace and common prosperity in Northeast Asia.

The TCS Internship Program aims to enhance trilateral cooperation among China, Japan, and the ROK through inviting CJK undergraduate and graduate students to gain valuable working experience for their career path as they develop cross-cultural skills and understanding of TCS's mission.

#### **1. Objectives**

The TCS Internship Program aims to offer a unique learning experience to qualified university students and has the objectives of:

- Providing a platform for university students to build up their working skills
- Raising public awareness of Trilateral Cooperation and the TCS to CJK university students
- Utilizing as reference data for TCS's future projects and providing network opportunities for the participants by building up the Internship Alumni Networks
- Securing an employee candidate pool for TCS and providing interns with opportunities to build professional networks
- Gaining new perspectives and generating new strategies by having the interns share their fresh ideas on current TCS's projects

#### **2. Scope of Functions**

To help strengthen the intern's understanding of the functions and activities of the TCS as well as the works of an international organization, he or she may be instructed to serve the following functions to the satisfaction of the aforementioned objectives:

[Statistics]

- Compute and analyze data, using statistical formulas and computers or calculators.
- Check source data to verify completeness and accuracy.
- Translate required contents to native languages
- Enter data into computers for use in analyses or reports.
- Compile reports, charts, or graphs that describe and interpret findings of analyses.
- Other tasks assigned to implement the project.

[PR]

- Assist in implementation of PR project activities
- Prepare administrative documents and translating documents;
- Research, compile and organize information and documents for activities;
- Support with social media promotion;

\* Except for the Statistics and PR's functions, the interns may be asked to serve functions not covered in this announcement, as well as to provide support when necessary.

### 3. Working Hours and Location

Term: April 1<sup>st</sup> to July 31<sup>st</sup> 2023

Working Hours: 4 hours per day between 09:00 to 18:00 (JP time)

- An intern's working hours by default for Online internship students will be 20 hours per week and will be flexible based on projects, which will be decided according to Board's consultation and each department's project schedule.

- Location: Home-based

### 4. Financial Support

Program	Item	Description
		20h/week
Online	○ Monthly salary <sup>1)</sup>	1,048,580 won
	<b>Total</b>	<b>Appx. 1,048,580 won</b>

<sup>1)</sup> Monthly salary for offline interns was calculated depending on their working hours a week (based on the minimum hourly wage of KRW 9,620 under Korean Labor Law).

All the costs connected with an intern's participation except the above financial support shall be covered by the interns.

### 5. Eligibility

The TCS may accept interns providing the following conditions are met:

- Citizen of Japan (or Citizen of China, Korea with equivalent language skills of a native Japanese person);

- Currently enrolled in a bachelor's or master's degree from Waseda University;
- Proficiency in English and the applicant's mother tongue is required. Fluency in Chinese, Japanese or Korean other than the mother tongue is an asset;
- Computer literate in standard software applications (Microsoft Office);
- Demonstrates a keen interest in the work of the TCS and trilateral cooperation;
- Demonstrates the ability to successfully interact with individuals of different culture and backgrounds, displays cultural, gender, religious, racial, nationality and age sensibility and adaptability.

## **6. Evaluation and Accreditation**

The intern is required to complete the Intern Evaluation Form at the end of the internship program. He/She will also be evaluated by the Director, Assistant Directors, Team leaders and other relevant supervisors, who will provide an assessment of his/her performance. The TCS will issue a certificate of acknowledgment upon successful completion of the internship program.