

## **TERMS OF REFERENCE**

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

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.

The Trilateral Cooperation Secretariat (TCS) may invite eligible CJK undergraduate and graduate students to the TCS internship program on the following terms:

#### **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. Designation of Department-in-charge**

Interns are not assigned to a specific department and may be placed in a variety of tasks across the four departments (Political, Economic, Sociocultural, Management and Coordination) based on their education background, interests, and departmental needs. However, if the intern wishes, the certificate issued at the end of the internship may include the name of the most relevant department based on a review of the intern's work activities during the internship.

### 3. 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:

- Assisting in planning, organizing, and developing all aspects of the TCS events and activities
- Supporting the background and preliminary research on the TCS projects
- Providing translation and related services of the TCS publications, news releases, meeting materials, etc
- Providing administrative and logistical support for in and out-office activities
- Other tasks assigned by the Consultative Board and Directors

\* Except for the above-mentioned functions, the interns may be asked to serve functions not covered in this announcement, as well as to provide support when necessary

### 4. Working Hours and Location

- August 1<sup>st</sup> to 31<sup>st</sup>, 2024 (1 month)  
Working Hours: 8 hours per day from 09:00 to 18:00 (KST)
  - An intern's working hours by default will be 40 hours (during the break) per week and will not be able to be extended more additional hours per week in accordance with the International Student Part-Time Work Guideline by the Korean Immigration Center. For the lunch break, the intern will be given a 60-minute break during working hour time.
- Location: TCS office (20fl. S-Tower, Saemunan-ro 82, Seoul, ROK, 03185)

### 5. Financial Support

Unit: USD (\$1=KRW 1,350)

Program	Item	Description (40h/week)
The 2nd term	Monthly salary	2,060,740 won
	Monthly meal expense	220,000 won
	Monthly transportation	USD 100
	Other support	will be paid in the actual amount of the payment.
	- Airfare (economy class)	
	- Visa issuance fee	

	<b>Total</b>	<b>Appx. USD 1,790 + @</b>
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All the costs connected with an intern's participation except the above financial support shall be covered by the interns.

## **6. General Conditions**

### 6.1. Social Security Benefit

The TCS will get interns a social security system, only employment and industrial accident insurance, while the internship program in the ROK.

### 6.2. Status

- Interns are not considered as staff members, and may not represent TCS in any official capacity.
- Interns may not be sought as substitutes for staff to be recruited against authorized posts during the internship period.

### 6.3. Subsequent Employment

The purpose of the program is not to lead to further employment with the TCS but to complement the intern's future career development. There should be no expectation of employment at the end of the internship program, and interns cannot apply for posts during the period of internship.

### 6.4. Third Party Damages

The TCS is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury caused by the actions or omission of action by the interns during the period of internship.

### 6.5. Confidentiality

The intern must keep confidential any unpublished information made known to him/her by the TCS during the course of the assignment and must not publish any reports or papers based on information obtained or made available to him/her during the assignment, except with the written authorization of the TCS. This provision shall survive the expiration of the assignment of the intern with the TCS.

### 6.6. Intellectual Property Rights

Title rights, copyrights, and all other rights of whatsoever nature on any material produced by the intern during the assignment with the TCS will be vested exclusively to the TCS. However, the intern may use the results of the work made by him/her during the internship period in his/her academic dissertation or for any other academic purpose with the written authorization of the TCS.

## **7. Eligibility**

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

- Citizen of Japan;
- Currently pursuing a bachelor's or master's degree from Waseda University;
- Proficiency in English and the applicant's mother tongue is required. Fluency in Chinese 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, nationality and age sensibility and adaptability.

## **8. 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.

## **9. Termination of the Internship Program**

The TCS may terminate the internship program at any time during the internship period if the intern is found not eligible for the internship program or has violated relevant TCS rules and regulations.