

Job Description for Professional Posts

Reference: NS2024/01

Position and Grade:	Associate Emergency Preparedness Officer (IEC), P2
Organizational Unit:	Incident and Emergency Centre Department of Nuclear Safety and Security
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Nuclear Safety and Security (NS) formulates and implements the IAEA's nuclear safety and security programme, which encompasses the Agency's activities to protect people and the environment from radiation exposure and responds to the safety and security related needs of its Member States.

The Incident and Emergency Centre (IEC) is part of the Department of Nuclear Safety and Security and reports to the Deputy Director General, Head of the Department. The IEC serves as the IAEA's focal point for preparedness and response to nuclear and radiological incidents and emergencies regardless of their cause, and for strengthening Member States' preparedness for response.

Main Purpose

Under the supervision of the Emergency Preparedness Coordinator, the Associate Emergency Preparedness Officer assists in developing relevant guidance and tools regarding Emergency Preparedness and Response (EPR). He/she will support the development of the training materials related to capacity building activities as covered by the document developed. Additionally, the incumbent takes part in lecturing in training events and workshops participates in activities organized by the IEC to support Member States in the implementing EPR arrangements on the referred topics.

Role

The Associate Emergency Preparedness Officer is an: (1) an assistant developer, supporting and engaging in the development of the content on the assigned documents based on international safety standards contents; (2) a technical contributor, assisting in the development of training materials and in the implementation of training activities.

Partnerships

The Associate Emergency Preparedness Officer (IEC) will collaborate with relevant staff of the IEC and technical experts from Member States in the development of the assigned documents and training materials.

Functions / Key Results Expected

- Assists in elaborating EPR Series documents with detailed technical guidance on relevant EPR arrangements, based on international Safety Standards in EPR.
- Participates in the development of training materials for the design and implementation of capacity building activities and other emergency arrangements for adequate response to nuclear or radiological emergencies.
- Assists in organizing relevant workshops and training activities related to the EPR activities and participate by providing lectures as assigned.
- Assists in elaborating technical assessment and develop technical scenarios for in-house exercises and exercises performed with external counterparts in the process of training and capacity building in the area of emergency preparedness and response.

Competencies and Expertise

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen and understand the perspective of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness, and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.

Expertise	
Expertise	Description
Emergency Preparedness and Response	Previous involvement with issues related to emergency preparedness and response to nuclear or radiological incidents and emergencies.

Education, Experience and Language Skills

- University degree in Physical Sciences, Engineering, Radiation Protection or related field.
- Minimum two years of experience in preparedness and response to nuclear or radiological emergencies, at national or international level
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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