

Job Description for Professional Posts

Reference: NS2024/16

Position and Grade:	Associate Coordination Officer (PSCS), P2
Organizational Unit:	Programme and Strategy Coordination Section Office for Safety and Security Coordination
Duty Station:	Vienna
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 IAEA's activities to protect people and the environment from radiation exposure and responds to the needs of its Member States related to nuclear safety and nuclear security.

The Office of Safety and Security Coordination (NSOC) is located in the Office of the Deputy Director General, Head of the Department. Its mission is to ensure the technical consistency and effective coordination of the IAEA's activities in the nuclear, radiation, transport and waste safety and nuclear security programmes. NSOC comprises three Sections: the Programme and Strategy Coordination Section, the Networks Management and Partnership Section and the Safety Standards and Security Guidance Development Section.

The mission of the Programme and Strategy Coordination Section (PSCS) is to ensure the effective development and coordinated implementation of Major Programme 3 and to provide for a common strategic approach to cross cutting areas such as capacity building.

Main Purpose

Under the supervision and guidance of the Section Head, the Associate Coordination Officer (PSCS) provides analytical, scientific, technical and project support and assistance to the professional staff in the Programme and Strategy Coordination Section.

Role

The Associate Coordination Officer (PSCS) is: (i) a focal point, consolidating briefing papers for senior managers on matters relating to nuclear safety and security; (ii) a project team member, supporting the preparation of international conferences; (iii) a technical assistant, conducting the editorial review of documents for the policy making organs of the Agency; (iv) a team member, supporting the effective coordination of various activities within the Department of Nuclear Safety and Security.

Partnerships

The Associate Coordination Officer (PSCS) consults with and provides assistance to the members of the Programme and Strategy Coordination Section team according to approved work processes. The incumbent will work with international and multidisciplinary teams and will be expected to coordinate some of the Section's activities with other sections.

Functions / Key Results Expected

- Serve as the Departmental focal point for the consolidation of Briefing Notes for the Director General.
- Develop and maintain a system for the development of Factsheets for the Deputy Director General.
- Conduct the internal editorial review of nuclear safety and security documents for the Agency's policy making organs.
- Support the coordination necessary to implement the Agency's business continuity activities.
- Provide assistance in coordinating the implementation of recommendations from various programme evaluations carried out by in-house and/or external evaluation bodies.
- Support the implementation of international conferences, in particular the Regulatory Effectiveness Conference to be held in 2026.

Competencies and Expertise (do not revise or edit)

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.

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

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Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Technical/scientific credibility	Associate	Acquires and applies new skills to remain up to date in his/her area of expertise. Reliably applies knowledge of basic technical/ scientific methods and concepts.

Expertise	
Expertise	Description
International Nuclear Safety Issues and Trends	Ability to analyse international nuclear safety and security issues and trends
Analytical Writing Skills	Ability to draft policy papers on complex technical matters
Project Management	Ability to efficiently and effectively manage projects related to nuclear safety and security

Education, Experience and Language Skills

- University degree relevant to nuclear safety or nuclear security, preferably in a scientific or engineering discipline
- Minimum two years of relevant experience in coordination of scientific, technical or regulatory matters
- Experience in drafting of technical texts and in conducting the review and revision of scientific, technical and regulatory related texts
- 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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