

Job Description for Professional Posts

Reference: NS2024/17

Position and Grade: Associate Safety Officer, P2

Organizational Unit: Networks Management and Partnership Section
Office of 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 Network Management and Partnership Section (NMPS) is to ensure the further development of the Global Nuclear Safety and Security Framework by facilitating knowledge management, knowledge networks and capacity building. The section will also act as a focal point of contact for extrabudgetary projects with donors, partners and IAEA internal organizational units and will provide for a departmental level monitoring and evaluation of all extra budgetary projects, by ensuring compliance with donor requirements and IAEA internal rules and guidelines.

Main Purpose

Reporting to the SH-NMPS and working as a part of the Project Management Group for Global Nuclear Safety and Security Network (GNSSN) and its associated networks, the Associate Safety Officer, provides analytical, scientific, engineering, or project support and assistance to the professional staff in the Networks Management and Partnership Section and assists them in carrying out their role and responsibilities, in particular, he/she will provide project management support in the coordination of work carried out for implementation of network activities and assist in the development of capacity building initiatives. He/she will also provide advice and inputs on all phases of project implementation to support the team to deliver the outputs within the expected parameters.

Role

The Associate Safety Officer, NMPS is: (i) a programme supporter in the activities aimed at helping Member States to enhance the capacity building through various networks; (ii) a technical assistant, supporting development and implementation of networks and capacity building activities; (iii) an analyst, gathering, monitoring, evaluating, extracting, consolidating data from different sources and

documentation available in-house and obtained from Member States for the purpose of providing scientific, engineering technical, and project managerial support to professional Section staff; (iv) a presenter of programmatic activities and developments.

Partnerships

The Associate Safety Officer consults with and provides support to the members of the NMPS team according to approved work processes by ensuring that project schedules are met and by contributing analyses and technical data to professional Section staff. The incumbent will work with international and multidisciplinary teams and will be expected to co-ordinate some of the section's activities with other sections.

Functions / Key Results Expected

- Assist in development of the workplan for the associated networks of GNSSN; support implementation and monitoring of the networks' activities.
- Support the planning, development, and monitoring of capacity building activities in close coordination with technical divisions and other technical departments, as well as support the implementation of these projects in Member States.
- Monitoring the implementation of tasks according to the project implementation plan.
- Developing and drafting technical material for use in meetings related to the capacity building and safety networks and technical documents production.
- Assisting in preparing technical presentations.
- Preparing and organizing technical meetings, consultant meetings and forums.

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.

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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Judgement/Decision Making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Partnership Building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
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.
Client Orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.

Expertise	
Expertise	Description
Management and Programme Analysis Information Collection and Analysis	Proven and extensive ability to gather information, to evaluate, assess and draw conclusions for a most efficient work performance
Management and Programme Analysis Reporting	Ability to report concisely, accurately, and promptly on meetings and matters of relevance to the IAEA.

Education, Experience and Language Skills

- University degree in science, business administration, political science, international relations, law, public administration, or related field.
- Minimum two years of experience in the area of developing capacity building programmes, education and training programmes, human resource development plans, knowledge management and establishment of management systems, preferably in international organizations.
- 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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