

Job Description for Professional Posts

Reference: NS2024/02

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

The Associate Emergency Response Officer contributes to the delivery of IEC's programmatic activities for the implementation of the international arrangements for the response to nuclear and radiological emergencies and for the provision of emergency assistance. This includes the preparation, implementation and evaluation of nuclear and radiological emergency response exercises, the preparation, implementation and evaluation of workshops and training sessions, the conduct of response activities and the proposal of corrections and improvements on the response arrangements based on the feedback and lessons identified in actual responses, exercises and during the interactions with counterparts participating in workshops, training sessions and emergency preparedness and response (EPR) technical meetings.

Role

The Associate Emergency Response Officer is: (i) a team member supporting the development and implementation of activities which consolidate the response capability of the IEC and which strengthen the EPR arrangements at international, regional and national level; (ii) a technical specialist in reviewing and contributing to the developing of the existing arrangements for information exchange, assessment and prognosis and the providing of assistance in nuclear and radiological emergencies.

Partnerships

The Associate Emergency Response Officer cooperates with the relevant staff in the IEC and with technical experts in Member States engaged in the development of the international response arrangements to ensure that activities in the area of international response to nuclear and radiological emergencies are implemented in the most efficient way.

Functions / Key Results Expected

- Support the implementation of the IEC's operational roles in response nuclear and radiological emergencies.
- Evaluates available information and feedback from actual response to events and from exercises in order to identify needs for improvement of the response arrangements and formulates proposals for the implementation of measures for improvement.
- Reviews and contributes to the development of response arrangements including procedures, response checklists and instructions used in the IEC.

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
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

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		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 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, mechanical and/or nuclear engineering, radiation protection or a related field.
- Minimum two years of experience in different areas of nuclear facilities operation and in preparedness and response to nuclear or radiological emergencies, at national and international level.
- Excellent knowledge of written and oral English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Spanish, Russian) an asset.

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