

Job Description for Professional Posts

Reference:NA2024/37

Position and Grade:	Associate Training Office, P2
Organizational Unit:	Dosimetry and Medical Radiation Physics Section Division of Human Health
Duty Station:	Vienna
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, "Nuclear Techniques for Development and Environmental Protection". This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Division of Human Health is organized into four Sections whose objectives are to enhance the capabilities of Member States to address needs related to the prevention, diagnosis and treatment of health problems through the development and application of nuclear techniques within a framework of quality assurance.

The Dosimetry and Medical Radiation Physics Section (DMRP) is responsible for quality assurance and metrology in radiation medicine. The Section works closely with clinical colleagues of the Applied Radiation Biology and Radiotherapy Section and the Nuclear Medicine and Diagnostic Imaging Section. Specifically, DMRP provides technical support in medical physics to ensure the safe and effective applications of nuclear technology in radiotherapy, diagnostic radiology and nuclear medicine. It operates the Dosimetry Laboratory located at the Agency's Laboratories, Seibersdorf, and provides a dosimetry calibration service and a dosimetry auditing and verification service for Member States.

Main Purpose

As a member of the Dosimetry and Medical Radiation Physics Section, reporting to the Section Head, the Associate Training Officer contributes specialized technical knowledge and experience to the implementation of medical physics training activities. The incumbent supports the development of new educational and scientific material, monitors and reports on the effectiveness of training provided, and maintains the update of the relevant websites. He/she contributes to the implementation of training courses organized under the Technical Cooperation Programme.

Role

The Associate Training Officer is: (i) a technical specialist in medical physics; (ii) a collaborator, supporting the development and update of training and scientific material; (iii) a contributor to developments related to the monitoring of training activities and to maintaining and improving the quality of the training in medical physics.

Partnerships

The Associate Training Officer maintains collaborative relationships with colleagues in the Dosimetry and Medical Radiation Physics Section and with other Agency professionals, including staff working in the Department of Technical Cooperation.

Functions / Key Results Expected

Support the training activities in medical physics and follow-up on their effectiveness.

Contribute to the identification of training needs in medical physics areas and the development of appropriate training methodologies and tools.

Contribute to the development and update of training and scientific material and ensuring harmonization of inputs to achieve overall consistency of the training.

Support the integration of the training material into e-learning modules.

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.

RESTRICTED

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
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.

Expertise		
Expertise		Description
Medical Physics	Radiation	Physical, technical and quality assurance aspects related to the medical application of ionizing radiation to diagnosis and therapy.

Education, Experience and Language Skills

- University degree in Medical Radiation Physics.
- Minimum of two years of experience in medical radiation dosimetry at national or international level.
- Excellent computer skills in all standard applications required for word processing, data analysis and statistics, preparation of scientific reports and papers, preparation of slideshows and presentations, graphs, etc.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

RESTRICTED