

# Job Description for Professional Posts

**Reference:** NS2024/04

<b>Position and Grade:</b>	Associate Nuclear Safety Officer, RAS, P2
<b>Organizational Unit:</b>	Regulatory Activities Section Division of Nuclear Installation Safety
<b>Duty Station:</b>	Vienna, Austria
<b>Type/Duration of Appointment:</b>	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 objective of the Division of Nuclear Installation Safety (NSNI) is to achieve and maintain a high level of safety of nuclear installations worldwide that are under design or construction or in operation. The Division does this by establishing standards of safety for the protection of health, including standards for nuclear power plants and other nuclear installations and facilities, and by providing for the application of these standards through, among other things, support for the IAEA's Technical Cooperation programme, the rendering of safety review services, the promotion of education and training, the fostering of information exchange and the coordination of research and development. In addition, the Division helps ensure safety at nuclear installations by supporting international safety instruments such as the Convention on Nuclear Safety and the Code of Conduct on the Safety of Research Reactors. NSNI comprises five Sections:

- External Events Safety Section
- Operational Safety Section
- Safety Assessment Section
- Regulatory Activities Section
- Research Reactor Safety Section

The main objective of the Regulatory Activities Section (RAS) is to help enhance effective regulatory infrastructures for nuclear safety in Member States based on IAEA safety standards and the use of self-assessment. The Section's activities include safety review and advisory missions to Member States, the development and revision of safety standards, support for effective regulatory development for countries embarking on new nuclear power programmes, development of training programmes for regulators, and organizational aspects related to the Convention on Nuclear Safety.

## Main Purpose

The Associate Nuclear Safety Officer, RAS provides analytical, scientific, engineering, or project support and assistance to the professional staff in the Regulatory Activities Section and assists them in

carrying out their role and responsibilities through: organizing inputs from experts, collating and preparing technical material for use in meetings for safety standards development, assisting in preparing technical presentations, technical meetings, consultant meetings and peer review services. The incumbent will work with international and multidisciplinary teams and will be expected to co-ordinate some of the sections activities with other sections. He/she will have a focus on the organisation and technical support to the Small Modular Reactors Regulators Forum meetings.

## Role

The Associate Nuclear Safety Officer, RAS is: (i) a programme supporter in the activities aimed at helping Member States to enhance nuclear safety regulatory framework and infrastructure; (ii) a technical assistant, supporting evaluation, development and implementation of technical cooperation and programme activities in the area of regulatory infrastructure; (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 Nuclear Safety Officer, RAS consults with and provides services to the members of the Regulatory Activities Section 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 sections activities with other sections.

## Functions / Key Results Expected

Provides analytical, scientific, engineering technical, and project support to the professional staff in the Regulatory Activities Section, through:

- Organizing inputs from experts;
- Monitoring the implementation of tasks according to the project implementation plan;
- Developing and drafting technical material for use in meetings related to the safety standards revision and technical documents production;
- Assisting in preparing technical presentations;
- Preparing and organizing technical meetings, consultant meetings and forums;
- Providing expertise within the incumbents specific technical discipline by participating in the execution of programmes and projects.

## 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.

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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.

<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
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.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Management and Programme Analysis Analytical Writing Skills	Proven ability to independently draft concise and high quality written documentation based upon evaluation and analysis of technical material for the purpose of reporting or presenting.
Management and Programme Analysis Programme Management	Ability to analyse the needs of the programmes and translate them into workable solutions.
Management and Programme Analysis Project Management	Proven ability to plan and work within a logistical-technical project in close liaison with team leaders in an international environment.

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Nuclear Safety Nuclear Installation Safety	Ability to work effectively in a team and maintain effective working relationships; excellent drafting and presentation skills in English and ability to effectively communicate technical subjects.
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## **Education, Experience and Language Skills**

- University degree in a scientific or engineering discipline relevant to nuclear safety.
- Minimum two years of related experience, including project management experience.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.