

# Job Description for Professional Posts

**Reference:** NA2024/58

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| <b>Position and Grade:</b>           | Associate Radiation Oncologist, P2   |
| <b>Organizational Unit:</b>          | Applied Radiation Biology and Radiotherapy Section<br>Division of Human Health |
| <b>Duty Station:</b>                 | Vienna   |
| <b>Type/Duration of Appointment:</b> | 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 Applied Radiation Biology and Radiotherapy Section's primary objective is to enhance Member States' capabilities to establish sound policies concerning radiotherapy and cancer treatment, and to ensure the effective and efficient utilization of current and future advanced cancer radiotherapy treatment technologies.

## Main Purpose

As a member of a team led by the Section Head, the Associate Radiation Oncologist contributes professional knowledge to the implementation of activities related to the research programme of the Section and to the continuous development of the Human Health Campus (HHC) website.

## Role

The Associate Radiation Oncologist is: (i) a collaborator participating in the overall process of setting up and running clinical trials as part of the Sections research programme; and (ii) a facilitator

maintaining and improving the design and material of the radiation oncology section of the Human Health Campus.

## Partnerships

The works closely with radiation oncology and radiobiology colleagues and with other Agency professionals. He/she interacts with consultants and counterparts in Member States.

## Functions / Key Results Expected

- Prepares trial proposals and protocols, the design of CRFs, communicates with relevant data management centres and investigators for the adequate organisation of meetings related to the setup of clinical trials. He/she also prepares necessary regulatory documents and assists with the process of issuing contracts and organising the specific QA for each trial and related study training to assigned sites.
- Together with the data management centres, manages the progress of assigned studies by tracking regulatory submissions and approvals, recruitment and enrolment, case report form (CRF) completion and submission, and data query generation and resolution.
- Evaluates the quality and integrity of study site practices related to the proper conduct of the protocol and adherence to applicable regulations.  
Prepares, distributes and archives clinical documentation and reports and coordinates interim meetings of investigators.
- Collaborates with Technical Officers of national and regional Technical Cooperation projects and activities in the area of radiation therapy.
- Identifies or develops different kind of materials for the Human Health Campus website, including relevant links and educational modules. He/she will work in coordination with team members from other Sections in order to maintain the homogeneity of the website.

## 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.   |

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| 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>  |
| 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. |

| <b>Expertise</b>                                   |  |
|--|--|
| <b>Expertise</b>                                   | <b>Description</b>   |
| Radiation Medicine/Clinical and Radiation Oncology | Knowledge of the clinical elements of the practice of radiation oncology. Ability to analyse current evidence and to adapt to limited resource settings. |
| Radiation Medicine/Radiation Medicine Research     | Understanding of the elements of clinical research.  |

**Education, Experience and Language Skills**

- University degree in Medicine and completed residency in radiation medicine (radiation oncology, radiology or clinical oncology).
- Minimum two years of clinical research experience.
- Excellent scientific writing skills.
- Excellent computer skills in all standard applications required for word processing, data analysis and statistics, preparation of scientific reports and papers, graphs, etc.
- Knowledge of the clinical research process and Good Clinical Practice.
- Knowledge of Health economics and / or a background in public health background an asset.
- Experience in grant writing an asset.
- 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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