

Job Description for Professional Posts

Reference: NS2024/08

Position and Grade:	Associate Nuclear Security Officer (Materials & Facilities), P2
Organizational Unit:	Nuclear Material Security Unit Nuclear Security of Materials and Facilities Section Division of Nuclear Security
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 Agency'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 Division of Nuclear Security (NSNS) is responsible for establishing, coordinating and implementing the IAEA's nuclear security programme to protect against, detect and respond to criminal acts or acts of nuclear terrorism and threats thereof. NSNS comprises four Sections:

- Nuclear Security of Materials Outside of Regulatory Control Section
- Nuclear Security of Materials and Facilities Section
- Information Management Section
- Programme Development and International Cooperation Section

The Nuclear Security of Materials and Facilities Section (MAFA) is responsible, upon request, to assist States for activities related to implementation of the CPPNM and its Amendment and the Code of Conduct on Safety and Security of Radioactive Sources, establishing and sustaining nuclear security systems and measures for nuclear material, other radioactive material, associated facilities and associated activities being under regulatory control. These activities include developing nuclear security guidance consistent with relevant binding and non-binding international instruments, as well as assisting Member States in implementing their effective nuclear security legislative and regulatory frameworks. The Section performs assessment and provides advice through the International Physical Protection Advisory Service and expert missions, assists human resource development, including education and training through international, regional and national training courses and workshops, develops methodologies and promotes dialogue and cooperation through consultancy meetings, Coordinated Research Projects and technical meetings, and assists security upgrades.

The Nuclear Material Security Unit is responsible for performing activities related to nuclear security of nuclear material in use and storage, nuclear security of the nuclear fuel cycle and associated facilities during their lifetime, including accounting and control of nuclear material for nuclear security purposes, and the technical implementation of the CPPNM and its Amendment.

Main Purpose

Under the supervision of the Section Head and guidance of the Project Manager, the Associate Nuclear Security Officer (Materials and Facilities) will contribute to the implementation of the IAEA programme on security for materials and facilities (MAFA) in line with the IAEA Nuclear Security Plan 2018-2021.

Role

The Associate Nuclear Security Officer (Materials and Facilities) is (i) a coordinator, contributing to the coordination and conduct of IAEA Activities in Member States on nuclear security of materials and facilities (ii) facilitator/coordinator, supporting training activities and consultancy meetings on nuclear security of materials and facilities (iii) content contributor, providing input on standardization of nuclear security training course content and reviewing and interpreting nuclear security information from a broad range of sources

Partnerships

The Associate Nuclear Security Officer (Materials and Facilities) will work in partnership with other IAEA staff in the Department of Nuclear Safety and Security, Nuclear Energy and liaise with point of contacts with Member States and coordinate with international organizations.

Functions / Key Results Expected

- Analyze and provide preliminary reports on development and conduct of activities in line with IAEA Nuclear Security plan for 2018-2021 related to security of materials and facilities.
- Assist and coordinate in organizing training courses and workshops, consultancy meetings and similar events through planning activities and attendance.
- Coordinate the review of nuclear security training course content to contribute to required training program elements and documentation and revision in the divisional approved format.
- Perform preliminary analysis of various sources of information, including, SharePoint, AIPS, Integrated Nuclear Security Support Plan (INSSP) recommendations, and future MAFA work activities and make recommendations to team Members in order to harmonize activities for implementation of regional and national nuclear security needs.
- Assist in analyzing the gaps on the activities completed, in pipeline and planned within the Section and between the demand and the delivery by establishing and coordinating a database.
- Contribute in the procurement and creation of Statement of Work etc.

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

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		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
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.

Expertise	
Expertise	Description
Nuclear Security National Nuclear Security Regimes	Knowledge of international guidance related to nuclear security including the Nuclear Security Series.
Physical Protection Nuclear Facilities	Knowledge of physical protection including upgrades of facilities.
Physical Protection Transport Security	Knowledge of IAEA documents on transport security desirable.

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Education, Experience and Language Skills

- University degree in Nuclear Science, Nuclear Engineering, International Relations or a University degree related to the functions of the post.
- Minimum of two years of experience in physical protection, security of material and associated facilities including transport security, at national or international level.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.