

Job Description for Professional Posts

Reference: NS2024/09

Position and Grade:	Associate Nuclear Security Officer (SciTech), P2
Organizational Unit:	Nuclear Security of Materials Outside of Regulatory Control 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, upon request, for establishing, coordinating and implementing the IAEA's nuclear security programme to protect against, detect and respond to nuclear security events and threats thereof. NSNS comprises four Sections:

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

The Nuclear Security of Materials Outside of Regulatory Control Section (MORC) is responsible for activities that assist States, upon request, in establishing and maintaining nuclear security systems and measures for the prevention and detection of, and response to, nuclear and other radioactive material outside of regulatory control. These activities include developing nuclear security guidance in the area of nuclear security of materials outside of regulatory control, that is consistent with the relevant binding and non-binding international instruments, as well as providing assistance, upon request, to Member States in implementing their nuclear security frameworks. In addition, the Section conducts the International Nuclear Security Advisory Service (INSServ) and expert missions, upon request, to help Member States to establish and maintain effective nuclear security regimes, assists in capacity building, including education and training through international, regional and national training courses and workshops, develops methodologies, and assists in security upgrades relating to nuclear and radioactive material detection and response capabilities. The Section implements Coordinated Research Projects and technical meetings in the field of nuclear security of MORC and assists Member States in the implementation of nuclear security systems and measures to support Major Public Events.

Main Purpose

Under the supervision and guidance of the Section Head, the Associate Nuclear Security Officer (Sci Tech) provides professional assistance to the efficient and qualitative implementation of Science and Technology projects involving radiation detection equipment, and supports the review and finalization of reports and other documentation.

Role

The Associate Nuclear Security Officer (Sci Tech) is (i) a researcher, supporting Science and Technology Team projects through data analysis, preparation of data collection forms, collation and presentation of data collected, and (ii) a reviewer, editing technical reports and other engagement documents to ensure readability and conformance to quality.

Partnerships

The Associate Nuclear Security Officer (SciTech) will work in partnership with the Science and Technology Team to support Technical Guidance, Implementation Project, and planned future CRP activities, and also exchange information within the Division of Nuclear Security, and in the Department of Nuclear Safety and Security, and others as needed, that have related interests in the CRP outcomes.

Functions / Key Results Expected

The Associate Nuclear Security Officer (SciTech) facilitates the timely and qualitative implementation of Science and Technology engagements by bringing professional knowledge and a systematic approach to project implementation, data collection and analysis, and to report editing. In carrying out this function, the Associate Nuclear Security Officer (SciTech) may be requested to:

- Support the stakeholder engagement and operational phases, including, but not limited to, review of work papers in accordance with applicable standards and requirements.
- Facilitate the information collection phase, including through compilation of background information and preparation and uploading of surveys.
- Support the fieldwork by collating and professionally analysing collected data through appropriate statistical methods and applications.
- Support the preparation of Science and Technology team reports and related outputs by reviewing and editing documents, to ensure readability, consistency and conformance with the highest quality standards.
- Draft analytical accounts of meetings and support the preparation of official documentation and presentations.

RESTRICTED**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
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
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 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.

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Expertise		
Expertise	Description	
Material Out of Regulatory Control Detection equipment	Knowledge of radiation detection equipment, algorithms, and physics principles.	
Nuclear Engineering Radiation Technologies	Knowledge and experience in evaluation of equipment, test programs, analysis of data from all detector types - RPMs to handhelds	
Nuclear Science Nuclear Sciences and Applications	Knowledge and ability to write technical reports on detectors, analyze and recommend specifications, and improvements, perform statistical analysis using tools such as R and python.	

Education, Experience and Language Skills

- University degree in Nuclear Engineering or a related science.
- Minimum two years of experience in nuclear science and technology skills, with in depth knowledge of a wide variety of radiation detection equipment and the underlying physics, equipment standards and specifications.
- Experience with conducting statistical analysis and reporting, and technical report writing skills.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.