

# Job Description for Professional Posts

**Reference:** DGO2025/07

<b>Position and Grade:</b>	Associate Legal Officer (NTL), P2
<b>Organizational Unit:</b>	Nuclear and Treaty Law Section Office of Legal Affairs
<b>Duty Station:</b>	Vienna, Austria
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Office of Legal Affairs, which reports directly to the Director General, provides legal services of the highest possible standards to the Director General, the Secretariat and to the organs and bodies of the IAEA, as well as to Member States, regarding the implementation of the IAEA's activities.

The Nuclear and Treaty Law Section provides legal advice and support to the Office of the Director General and the Secretariat in the areas of nuclear safety and security (including civil liability for nuclear damage), nuclear energy, nuclear applications and technical cooperation. It is also responsible for the IAEA's depositary function as well as the IAEA's legislative assistance programme, providing advice and training regarding legislative frameworks governing the safe and peaceful uses of nuclear energy to Member States.

## Main Purpose

Reporting to the Section Head and under the guidance of Legal Officers in the Section, the Associate Legal Officer carries out research and drafts general legal briefs on a range of assignments covering all areas of the Nuclear and Treaty Law Section of OLA.

## Role

The Associate Legal Officer is a team member, working collaboratively with the Section Head and all staff of the Section, and an analyst carrying out benchmarking and drafting summaries.

## Partnerships

The Associate Legal Officer participates in meetings and meets individually with all staff, as necessary. She/he also may discuss background of issues or cases with other IAEA staff as required.

## Functions / Key Results Expected

- Carry out in-depth research and benchmarking to review and provide input to legal studies and reports.
- Provide initial drafts of legal opinions and contribute ideas and analysis to larger studies or opinions.
- Research and prepare drafts on legal issues relating to IAEA functions, structures and activities. Issues may be general or related to specialized aspects of constitutional, international, public, private and administrative law.
- Select and analyse international and national legal materials for the preparation of reports or studies.

- Provide preliminary interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials.
- Give legal advice on issues of limited scope, such as the application of laws or administrative rules and regulations.
- Provide secretariat services to committees and bodies by preparing background materials, reports, papers and other documents; synthesizing views and practices on particular issues.

## 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
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the IAEA's regulations and rules.
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.

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<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Legal  International Law	Knowledge of International Law.
Legal  Nuclear Law and Treaty	Knowledge of Nuclear and Treaty Law.

## **Education, Experience and Language Skills**

- University degree in Law with good academic record; admitted to practice in a national bar or equivalent.
- Advanced degree in law is an asset.
- Minimum two years of experience in any field of law.
- 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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