

Job Description for Professional Posts

Reference:NA2025/31

Position and Grade:	Associate Information Technology Officer, P2
Organizational Unit:	Terrestrial Environmental Radiochemistry Laboratory (TERC) Division of Physical and Chemical Sciences
Duty Station:	Seibersdorf, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Terrestrial Environmental Radiochemistry (TERC) Laboratory assists IAEA Member States in enhancing the quality of their analytical measurements of radionuclides, trace elements and stable isotope ratios for monitoring and assessment of environmental pollution and climate change. This is accomplished by provision of reference products, such as matrix reference materials, validated procedures, proficiency tests, and guidelines for environmental protection, and through coordination of laboratory networks and training activities. Contributing to the IAEA Technical Cooperation programme, TERC supports the Member States in their development and capacity building by improving preparedness for emergency situations, analytical quality in Member States laboratories and providing training.

Main Purpose

Under the supervision of the Laboratory Head and as part of a team, the Associate Information Technology Officer will contribute to maintaining and upgrading the laboratory information management systems (LIMS), websites and associated databases at the TERC Laboratory.

Role

The Associate Information Technology Officer will assist in implementing software updates to the LIMS system used for managing laboratory measurements on environmental samples. They will also perform maintenance and improvements to the websites used for the laboratory's capacity building activities (training, provision of reference materials, registration of participants for proficiency testing) and contribute to the management of the associated SQL databases. Aspects of this work will also support the ISO17034 accreditation of the laboratory's reference material production activities. She/he will, in close cooperation with colleagues, including the Laboratory Head and IT experts at the laboratory who will provide appropriate supervision and guidance.

Partnerships

The Associate Information Technology Officer will work as part of a team in a multidisciplinary environment at TERC and will interact with other IAEA laboratories.

Functions / Key Results Expected

- Implement software updates to the LIMS system used for managing laboratory measurements on environmental samples.

- Perform maintenance and improvements to the websites used for the laboratory's capacity building activities (training, provision of reference materials, registration of participants for proficiency testing)
- Support validation of calculation automation in relation to reference material production and proficiency test evaluation.
- Support implementation of a comprehensive documentation environment on reference material production and proficiency test organisation in a SharePoint environment.
- Contribute to the management of the TERC Laboratory's SQL databases.
- Participate in R&D activities that enhance the IT capabilities used to support environmental monitoring.

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
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
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
Computer Science	Good knowledge of computer science principles
Management and Administrative Support / Management and Programme Analysis / Analytical Writing Skills	Good writing skills, ability to describe technical facts and procedures in a concise manner
Management and Administrative Support / Administrative Support / MS Office (Word, Excel, Outlook, PowerPoint)	Proficiency in MS office and cloud-based data storage systems, e.g. SharePoint

Education, Experience and Language Skills

- University degree in computer science or related field.
- Minimum 2 years of relevant work experience under a laboratory quality management system
- 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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