

Job Description for Professional Posts

Reference:NA2025/34

Position and Grade:	Associate Quality Assurance Officer, P2
Organizational Unit:	Terrestrial Environmental Radiochemistry Laboratory (TERC) Radiochemistry and Radiation Technology Section 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.

TERC has established a quality management system and is an accredited producer of certified reference materials in accordance with ISO 17034:2016.

Main Purpose

Under the supervision of the Laboratory Head and as part of a team, the Associate Quality Assurance Officer will contribute to maintaining the quality management system at the TERC Laboratory and expanding its scope.

Role

The Associate Quality Assurance Officer will assist in implementing and monitoring the quality management system at TERC according to international standards (i.e. ISO standards). She/he will, in close cooperation with colleagues, contribute to validation of procedures and preparation of documentation on work processes for the radiochemical determination of selected radionuclides and/or for stable isotope ratio measurements by mass spectrometry, in support of reference material production. The incumbent will assist in promoting the performance of analytical measurements in accordance with metrological principles in Member States' laboratories.

Partnerships

The Associate Quality Assurance Officer will work as part of a team in a multidisciplinary environment at TERC and will interact with other IAEA laboratories. She/he will also collaborate with colleagues in provision of training.

Functions / Key Results Expected

- Support control of documents, including review, in accordance with the established quality management system
- Contribute to preparation of documentation of processes and procedures related to the main analytical techniques applied at TERC according to requirements of international standards (i.e. ISO/IEC 17025).
- Support validation of analytical methods in line with international standard requirements (i.e., ISO/IEC 17025)
- Perform statistical evaluation of data in the context of method validation and quality control, and in support of reference material production, in cooperation with technical experts, including documenting results in reports.
- Disseminate information on quality management and metrological principles by assisting in setting up dedicated training courses for Member States' laboratories.

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.

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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
Physical Science / Environment / Quality Management	Good knowledge of laboratory quality management 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

Education, Experience and Language Skills

- University degree in chemistry, physics or a closely similar scientific or technical field.
- Minimum of two years of working experience in a laboratory environment.
- Experience working under a laboratory quality management system is 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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