

Job Description for Professional Posts

Reference:NA2025/72

Position and Grade:	Associate Training and Outreach 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, the Training and Outreach Associate officer will support the training and outreach activities for the capacity building of Member States. Focus will be on the development of training materials and curriculum and on outreach activities for the TERC laboratory. The incumbent will also interact with visitors to the TERC Laboratory including fellowships and internships from Member States.

Role

The Training and Outreach Associate officer will: (i) develop training materials and curriculum based on technical resources provided by the TERC team, (ii) support outreach activities including in support to the Worldwide Proficiency Test exercise with over 500 participants, (iii) support fellowships and internships to the TERC Laboratory and (vi) communicate the activities of the TERC laboratory through promotional materials, website articles and social media.

Partnerships

The Training and Outreach Associate 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

- Develop training materials and curriculum for teaching aspects of environmental monitoring to Member States.
- Provide support to outreach activities including the Worldwide Proficiency Test including assisting in the organisation arrangements and organising the training activities.
- Support fellowships and internships at the TERC Laboratory.
- Develop promotional material, website activities and social media that promotes the capacity building activities of the TERC Laboratory.

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
Environmental science	Knowledge in environmental science or similar field
Communications	Knowledge in communication or relations

Education, Experience and Language Skills

- University degree in communication, public relations, international relations or similar.
- Minimum of two-years of experience in training, communication, or outreach activities.
- Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian, Spanish) an asset.

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