

Job Description for Professional Posts

Reference:NE2025/03

Position and Grade:	Associate Project Officer (NPP), P2
Organizational Unit:	Nuclear Power Engineering Section Division of Nuclear Power
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The objective of the Department of Nuclear Energy (NE) is to foster the efficient and safe use of nuclear power by supporting interested Member States in: improving the performance of nuclear power plants, the nuclear fuel cycle, and the management of nuclear wastes; catalysing innovation in nuclear power and fuel cycle technologies; developing indigenous capabilities around the world for national energy planning; deploying new nuclear power plants; preserving and disseminating nuclear information and knowledge; and advancing science and industry through improved operation of research reactors.

The department has a dynamic, participative and interactive operating environment with inputs received from the Board of Governors, the General Conference, policy and decision-makers, and technical counterparts in Member States and the international development community.

The Division of Nuclear Power comprises the Nuclear Power Engineering Section (NPES), the Nuclear Infrastructure Development Section (NIDS), the International Project on Innovative Nuclear Reactors and Fuel Cycles) Section (INPRO) and the Nuclear Power Technology Development Section (NPTDS). The Division provides core engineering, technological, capacity building and management support to interested Member States in the field of nuclear power.

The Nuclear Power Engineering Section (NPES) assists interested Member States in the development of the safe and effective operation of nuclear power plants and in the expansion of existing nuclear programmes. It provides guidance and encourages information exchange on engineering aspects of design, construction, commissioning, operations, maintenance, decommissioning; project management and management systems; supply chain and quality management, and performance improvement; expansion planning and strategies.

Main Purpose

Reporting to the Head of the Nuclear Power Engineering Section, the Associate Project Officer (NPP) is part of a team implementing projects in support of operating NPP performance projects worldwide with a focus on safe, secure and sustainable use of nuclear power. Specific activities also involve support to new NPP projects in embarking Member States and those with existing nuclear power programmes; and other activities related to the Section's work in the aspects of nuclear power construction, commissioning, operation and maintenance, and the transition to decommissioning.

Role

The Associate Project Officer (NPP) is: (i) a team member, participating in and contributing to relevant Agency activities, events and missions; (ii) a collaborator and early career technical specialist, supporting the project manager of IAEA projects related to nuclear power; (iii) a drafter to support the preparation of technical reports and publications; and (iv) a scientific secretary for other activities (Consultancy Meetings, Technical Meetings) related to section work when appropriate.

Partnerships

Under the supervision of the Head of the Nuclear Power Engineering Section, the Associate Project Officer cooperates with the relevant staff in the Nuclear Power Division and with identified counterparts / experts from all Member States engaged in the development of relevant technical, programmatic activities. The Associate Project Officer will also engage international organizations to cooperate with NPES on activities related to the section's work and participate to the development of technical documents, when relevant.

Functions / Key Results Expected

- Collect, evaluate the organization of the data under the direction of the team leader for plant life management programme.
- Support the planning, implementation, monitoring and reporting technical outputs to support Member States in the area of nuclear power plant engineering, operation and maintenance.
- Support the planning, implementation, monitoring and reporting technical outputs to support Member States in the area of new nuclear power plant project engineering, and commissioning.
- Support the planning, implementation, monitoring and reporting related to the above topics and implemented via the technical cooperation (TC) programme.
- Coordinate with the different technical officers, TC and external stakeholders to ensure smooth implementation of activities.
- Liaise with the counterparts to assess the effectiveness in the implementation of the programme.
- Support the team in planning and conducting Consultancy / Technical Meetings / Missions and liaise with relevant experts as appropriate to deliver the desired Outputs.

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.

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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
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
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.

Expertise	
Expertise	Description
Nuclear Power Technology Nuclear Science	Knowledge of nuclear power technology issues; experience in a technical role at an operating nuclear power plant will be an asset.
Information Technology Computer Operations	Familiarity with computer applications such as MS office package.
Administrative Support Correspondence and Written Communication	Drafting and editing skills.

Education, Experience and Language Skills

- University degree in the field of nuclear, mechanical, instrumentation and controls or electrical engineering; chemistry. Advanced degree would be an asset.
- Minimum two years of experience in nuclear power plant design, operation, maintenance, or engineering. Operating nuclear power plant specific experience will be 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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