

# Job Description for Professional Posts

**Reference:** NE2025/14

<b>Position and Grade:</b>	Associate Project Officer-Spent Fuel Management, P2
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<b>Organizational Unit:</b>	Nuclear Fuel Cycle and Materials Section Division of Nuclear Fuel Cycle and Waste Technology
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<b>Duty Station:</b>	Vienna, Austria
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<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year
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## Organizational Setting

The Division of Nuclear Fuel Cycle and Waste Technology comprises the Nuclear Fuel Cycle and Materials Section, the Waste Technology Section, the Decommissioning and Environmental Remediation Section and the Research Reactor Section. The Division is responsible for the implementation of activities under a matrix structure of programmes on the nuclear fuel cycle and materials technologies, on the management of radioactive waste, decommissioning and environmental remediation and on research reactors.

The Nuclear Fuel Cycle and Materials Section supports interested Member States in the development of safe, environmentally friendly, economically viable, proliferation-resistant and sustainable fuel cycle options and it encourages information exchange on the exploration, mining and processing of uranium and thorium, the design, manufacturing and performance of nuclear fuels, the operation of nuclear fuel cycle facilities, the management and transport of spent fuel, and the development of advanced and innovative nuclear fuels and fuel cycles.

## Main Purpose

Under the direct supervision of the Technical Leader of the Spent Fuel Management Team, the Associate Project Officer-Spent Fuel Management develops professional competence, works as a collaborative team member and gathers materials and information on spent nuclear fuel management and related storage facilities or transportation systems, and on backend fuel cycle strategies to capture experiences from mature nuclear programmes in support to embarking countries developing their national fuel cycle strategies. The gathered materials and information will be disseminated to Member States through the different IAEA tools such as Webinars, publications, e-Learnings, etc.

## Role

The Associate Project Officer-Spent Fuel Management works in the areas of spent nuclear fuel management, spent nuclear fuel storage, recycling and transportation, as: (i) a team member, contributing to the finalization of publications on spent fuel storage systems, the development of e-Learning materials on advanced fuel cycles, and supporting the development of interactive tools to present technical information to Member States interested in spent fuel management; (ii) a collaborator, contributing to the preparation and implementation of IAEA meetings on the topics mentioned above,

especially activities related to Coordinated Research Projects (CRPs); and supporting the Spent Fuel Management Team in finalizing IAEA publications.

## Partnerships

The Associate Project Officer-Spent Fuel Management cooperates with relevant staff in the Department of Nuclear Safety, the Department of Technical Cooperation and the Department of Nuclear Energy.

## Functions / Key Results Expected

In close collaboration with the Technical Officers of the Spent Nuclear Fuel Management Team, carries out various programmatic activities, such as:

- Contribute to the finalization of IAEA publications relating to the management of spent nuclear fuel (proofreading drafts before submission to the Document Coordination team, coordinating the exchanges between the technical contributors and the editor/Publications Committee to resolve final publication issues);
- Assist the team in the preparation and implementation of IAEA events on spent nuclear fuel performance in transportation and storage (in various systems/facilities) and on advanced fuel cycles, provide organizational oversight during the planning of the meetings and contribute to the writing of the meetings' minutes by compiling the participants contributions;
- Check the scientific quality of intermediate products of e-Learning materials on spent nuclear fuel management, based on the technical inputs of the experts; test the developed materials as a potential customer; and assessing the impact of the e-Learning materials, based on the feedback from end-users and other KPIs, to further develop and improve the content and format of e-learning courses.

## 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

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		priorities. Takes into account potential changes and proposes contingency plans.
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<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions
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.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Spent fuel management	Knowledge and experience in spent nuclear fuel management (spent nuclear fuel storage systems/facilities and/or transport systems).
Multimedia Applications	Experience and expertise in computer-based multimedia platforms and tools.

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

- University degree in nuclear engineering, chemistry, physics, materials science or other scientific related field. Master's degree would be an asset.
- Minimum two years of experience in either spent nuclear fuel management, assessment of spent nuclear fuel performance in storage systems/facilities and/or transportation, and/or spent nuclear fuel reprocessing and recycling.
- 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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