

Job Description for Professional Posts

Reference: NE2025/15

Position and Grade:	Associate Project Officer-Fuel Fabrication and Fuel Cycle Facilities, P2
Organizational Unit:	Nuclear Fuel Cycle and Materials Section Division of Nuclear Fuel Cycle and Waste Technology
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

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 Nuclear Power Reactor Fuel and Fuel Cycle Facilities Team, the Associate Project Officer-Fuel Fabrication and Fuel Cycle Facilities develops professional competence, works as a collaborative team member, exchanges information, helps to implement the projects in the field of advanced nuclear fuels for L(H)WRs and FRs (including SMRs), and related materials, as well as in the field of the operation and ageing management of existing (and future) nuclear fuel cycle facilities, and provides assistance in the development of e-learning materials, databases, publications, etc.

Role

The Associate Project Officer-Fuel Fabrication and Fuel Cycle Facilities works in the areas of Nuclear Power Reactor Fuel and Fuel Cycle Facilities, as: (i) a team member, contributing to the Nuclear Fuel Engineering network (NFE-net) and to the nuclear fuel cycle facilities information system (NFCIS), the development of e-Learning materials on nuclear fuel engineering, fabrication and operation behaviour; (ii) a collaborator, contributing to the preparation and implementation of IAEA meetings on

the topics mentioned above; and supporting the Nuclear Power Reactor Fuel and Fuel Cycle Facilities team, in preparing and finalizing IAEA publications.

Partnerships

The Associate Project Officer-Fuel Fabrication and Fuel Cycle Facilities 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 Nuclear Power Reactor Fuel and Fuel Cycle Facilities (NFE) Team, carries out various programmatic activities, such as:

- Animate the Nuclear Fuel Engineering network (NFE-net) and improve the NFE-website after surveying the end users and analysing their feedbacks.
- Check the scientific quality of intermediate products of e-Learning materials on nuclear fuel engineering, fabrication and operational behaviour, based on the technical inputs of the experts; test the developed materials as a potential customer; and assess 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.
- Assist the team in preparing and implementing IAEA events on nuclear fuel development and performance assessment or on nuclear fuel cycle facility operation, provide organizational oversight during the planning of the meetings and contribute to the writing of the meetings' minutes by compiling the participants contributions.
- Contribute to the finalization of IAEA publications relating to the development of new nuclear fuels for current and future reactors, including Small and Modular Reactors or on nuclear fuel cycle facility operation (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).
- Quality check the information input by Member States and experts into the integrated nuclear fuel cycle information system (iNFCIS), liaising with MTIT staff to fix possible bugs disabling customers to use the databases (e.g., NFCF-DB, PIE-DB).

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

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		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
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.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice

Expertise	
Expertise	Description
Nuclear Engineering Nuclear Engineering and Technology	Knowledge in nuclear power reactor fuel engineering.
Nuclear Engineering Nuclear Fuel Cycle Facilities	Knowledge of the stages and processes of the nuclear fuel cycle.

Education, Experience and Language Skills

- University degree in nuclear engineering, material science, nuclear fuel cycle, nuclear fuel cycle facilities, or a similar field.
- Minimum two years of relevant experience in either nuclear fuel engineering or nuclear fuel cycle facilities operation.
- 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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