

Job Description for Professional Posts

Reference: NE2025/16

Position and Grade:	Associate Project Officer (Environmental Remediation), P2
Organizational Unit:	Section on Decommissioning and Environmental Remediation 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 (NEFW) comprises the Nuclear Fuel Cycle and Materials Section, the Waste Technology Section, the Decommissioning & Environmental Remediation Section, and the Research Reactor Section. The Division seeks to support Member States in building their capacity to access technologies, to share good practices and to develop safe and effective approaches across all aspects of research reactors, nuclear fuel cycle, decommissioning, radioactive waste management and environmental remediation.

The Decommissioning and Environmental Remediation Section (D&ERS) assists Member States with building their capacity to decommission any nuclear related facilities and environmental remediation of any sites contaminated with radioactive material, including NORM (Naturally Occurring Radioactive Material). It cooperates with other sections and especially with the two teams in WTS in charge of radioactive waste management (pre-disposal and disposal). Efforts are focused mainly on the elaboration and implementation of comprehensive and integrated decommissioning and environmental remediation policies and strategies, the development of supporting infrastructure, the promotion of good practices for sustainable, safe and cost-effective project planning, implementation and completion; enabling access to current scientific and technological developments, along with the provision of direct assistance through the technical cooperation programme.

Main Purpose

Under the direct supervision of the Section Head, the Associate Project Officer (Environmental Remediation) will support the planning, organization and execution of projects, meetings and events, focusing on capacity building, facilitating the effective environmental remediation and decommissioning of nuclear facilities. This position requires collaboration with various teams, attention to detail, and a proactive approach to project management. Responsibilities include assisting in the organizations of meetings, training workshops, events, finalizing IAEA publications, developing and maintaining e-tools including SharePoint sites, a Wiki and e-learning resources.

Roles

The Associate Project Officer (Environmental Remediation) works in the Decommissioning & Environmental Remediation Section, as: (i) a collaborator, contributing to the preparation and

implementation of IAEA events and projects related to Environmental Remediation; (ii) a resource coordinator for the Environmental Remediation Team ensuring technical resources are stored and accessible; and (iii) a team member, reviewing, understanding and summarizing relevant sources of information into coherent and usable forms and supporting the finalization of relevant IAEA publications.

Functions / Key Results Expected

- Contribute to planning, coordinating, and executing environmental remediation projects.
- Support the development and implementation of decommissioning and environmental remediation policies and strategies.
- Collaborate with internal teams and external stakeholders to ensure project alignment and success.
- Maintain and update e-tools, including SharePoint sites, Wikis, and e-learning resources.
- Ensure accurate and up-to-date information is available to Member States.
- Contribute to the development and dissemination of IAEA publications.
- Prepare reports, briefs, and other documentation related to project progress and outcomes.

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
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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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
Environment Environmental Remediation	Knowledge of basics of relevant technologies and techniques and demonstrated experience in dealing with some particular radiological contamination situations
Nuclear Engineering Project Management	Knowledge in the areas of Analytical Techniques, Data Analysis Information Collection and Analysis.

Education, Experience and Language Skills

- University degree in engineering, science or other related field.
- Minimum two years of relevant experience or training in subjects related to the environmental remediation.
- Experience in the use of electronic tools for information management and presentation such as Microsoft Office and SharePoint. Experience in the use of MediaWiki and a Learning Management System (e.g. Moodle) 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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