

Job Description for Professional Posts

Reference: NE2025/17

Position and Grade:	Associate Project Officer (DERS), 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 (DERS), develops professional competence, works as a collaborative team member, exchanges information, support the team to organise Consultancy and Technical Meetings, prepare state-of-the-art reports and IAEA Nuclear Energy Series documents and contributes to development of electronic tools, including a Nuclear Wiki knowledge platform, databases and e-learning materials, in the areas of nuclear decommissioning and environmental remediation, in particular data collection and sharing on global status of decommissioning.

Role

The Associate Project Officer (DERS), works in the areas of decommissioning of nuclear facilities and remediation of contaminated sites, as: (i) a team member, contributing to the compilation of

decommissioning- and remediation-related information in the Nuclear Wiki and generally supporting the development of the DERS suite of eLearning materials; (ii) a contributor, contributing to the preparation and implementation of Consultancy and Technical Meetings as well as, finalising the edition of developed IAEA publications; (iii) a point-of-contact for Member States on decommissioning data, including providing assistance and encouragement to data providers to input such information to the relevant databases.

Partnerships

The Associate Project Officer (DERS), works closely with members of the Decommissioning Team and DERS staff, as well as with the counterparts from other divisions in the agency, Member States and international institutions participating in related activities.

Functions / Key Results Expected

- Contribute to the implementation of the IAEA's programme on decommissioning and environmental remediation.
- Support the collection of information on decommissioning status of nuclear facilities from Member States and assist with compilation and analysis of the collected information.
- Assist in preparing and implementing moderately complex Technical Meetings on global status of decommissioning as well as on advanced knowledge management for decommissioning of nuclear facilities.
- Assist in evaluating and editing articles to be dispatched in the Nuclear Wiki as well as in reviewing e-learning materials on decommissioning and environmental remediation to decide on need in revision and upgrade.
- Finalize the edition of developed IAEA publications on decommissioning topics.
- Prepare end-of-term report and presentation demonstrating experience and results obtained during the term.

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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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
Information Technology HTML/Web Tools and Technologies	Experience in working with electronic presentation tools and database platforms.
Nuclear Energy Decommissioning - Fuel Cycle Facilities	Knowledge and experience in planning and/or implementation of decommissioning of nuclear facilities.
Nuclear Energy Environmental Remediation	Knowledge of environmental remediation basics.

Education, Experience and Language Skills

- University degree in nuclear engineering, chemistry, physics or material science. Master's or PhD degree is an asset.
- Minimum two years of experience in planning and/or implementation of nuclear decommissioning projects or programmes at national or international level. Involvement in knowledge management or human resources development activities 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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