

Job Description for Professional Posts

Reference: NS2025/03

Position and Grade:	Associate Radiation Safety Officer, P2
Organizational Unit:	Occupational Radiation Protection Unit Radiation Safety and Monitoring Section Division of Radiation, Transport and Waste Safety
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Nuclear Safety and Security (NS) formulates and implements the IAEA's nuclear safety and security programme, which encompasses the IAEA's activities to protect people and the environment from radiation exposure and responds to the needs of its Member States related to nuclear safety and nuclear security.

The Division of Radiation, Transport and Waste Safety develops and maintains standards for radiation protection, radioactive waste safety, and safety in the transport of radioactive material that enable the beneficial uses of radiation to be exploited while ensuring appropriate protection of workers, the public, patients and the environment. It also assists Member States in the implementation of these standards and provides related services.

The Radiation Safety and Monitoring Section is responsible for the delineation of an international programme to protect workers, patients and the public from all types of exposure to natural or artificial radiation, in line with the most recent scientific knowledge and information. The Section is also responsible for the provision of radiation safety technical services to staff members and experts who may be exposed to ionizing radiation as a result of activities conducted by the IAEA.

The Occupational Radiation Protection Unit is responsible for the development of standards and other guidance on all aspects of occupational radiation protection, in consultation with the International Labour Organization (ILO). Within this field, increased attention has been given to occupational exposure to naturally occurring radioactive material (NORM). The Unit also provides assistance for the application of these standards in Member States through the joint IAEA/NEA (Nuclear Energy Agency) Information System on Occupational Exposure (ISOE) and other occupational radiation networks fostering information exchange within the international community, promoting education and training, and supporting technical cooperation activities in the field of occupational radiation protection.

Main Purpose

Under the supervision of the Unit Head the Associate Radiation Safety Officer will assist Unit Head with implementation of individual tasks of the project 3.3.1.003 (occupational radiation protection), and particularly under the framework of the cooperation with ROSATOM as formulated in the Practical Arrangements between IAEA and ROSATOM.

Role

The Associate Radiation Safety Officer is a: (i) a team member, contributing to the development of IAEA training activities on occupational radiation protection; (ii) a technical assistant, supporting the development of guidance documents in the area of the occupational radiation protection.

Partnerships

The Associate Radiation Safety Officer will work in cooperation with other IAEA staff in the Division, will liaise with point of contacts with Member States, and will also participate on the cooperative work with the International Labour Organization (ILO).

Functions / Key Results Expected

- Develop of an information management system for ORPAS.
- Support the migration of the ORPNET web page.
- Provide assistance in the implementation for ORPAS.
- Develop of e-learning for based on the training package on occupational radiation protection.
- Assistance in promoting the implementation of the Safety Guide on Occupational Radiation Protection in the Member States.
- Provide assistance in virtual meetings and webinars on occupational radiation protection.

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.

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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Resilience	Associate	Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.

Expertise	
Expertise	Description
General Services Meetings Organization	Expertise in coordinating and preparing experts' meetings.
Radiation, Transport and Waste Safety Occupational Radiation Protection	Expertise in reviewing and drafting technical texts on radiation protection and safety, in the development of safety guides on radiation health risk for exposed workers, and in analysing of effect of radiation exposure to workers and the public.

Education, Experience and Language Skills

- University degree in Nuclear Engineering or other related field. Master's degree is an asset.
- Minimum two years relevant experience with development and analysis of the radiation safety documents, and with the work on the implementation of international projects desirable.
- 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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