

Job Description for Professional Posts

Reference: NS2025/05

Position and Grade:	Associate Transport Safety Officer, P2
Organizational Unit:	Transport Safety Unit 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 Regulatory Infrastructure and Transport Safety Section (RIT) is responsible for providing Member States with safety standards, guidance and tools to foster regulatory infrastructure for radiation safety, for the safe transport of radioactive material and for managing information to identify the needs of Member States with a view to improving radiation, transport and waste safety.

The Transport Safety Unit is responsible for establishing and maintaining safety standards related to the worldwide safe transport of radioactive material, including the IAEA's Regulations for the Safe Transport of Radioactive Material, and to appraise the application of the safety standards in Member States. This includes efforts to foster the harmonized incorporation of the Transport Regulations and other associated safety standards by international organizations. In addition, the Unit manages projects concerned with key aspects of the Transport Regulations, provides training related to the safe transport of radioactive material, and operates and maintains databases relating to transport issues. The Unit convenes meetings to guide its activities, involving experts from Member States and associated international organizations, including the periodic convening of the Transport Safety Standards Committee (TRANSSC). It is also involved in the provision of technical cooperation to Member States, including training activities.

Main Purpose

Reporting to the Unit Head, the Associate Transport Safety Officer provides technical assistance for the implementation of the activities of the Transport Safety Unit relating to the Transport Safety e-Learning Platform.

Role

The Associate Transport Safety Officer is a: (i) team member, providing technical assistance to the team by managing the development and maintenance of the e-Learning platform for transport safety during the period in which Chinese, French, Arab, Russian and Japanese language versions will be prepared by Member States.

Partnerships

The Associate Transport Safety Officer engages with Agency staff and consultants in the Division of Radiation, Transport and Waste Safety, in other Divisions and Departments and external experts from Member States as required to fulfil his/her role.

Functions / Key Results Expected

- Assist the team with the development and implementation of the transport safety eLearning platform.
- Review and complete self-directed training related to the CPL4NET platform and Articulate Software.
- Check and ensure the full functionality of the translated modules and launch the language versions on the platform.
- Prepare materials for distribution and capacity building.

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
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
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 Database Administration	Knowledge and experience in database administration desirable.
Administrative Support Document Management	Ability to prepare documents of a high technical quality and accuracy.

Education, Experience and Language Skills

- University degree in Science or Engineering.
- Minimum two years experience in the nuclear or radioactive material sectors.
- Previous experience in developing eLearning software would be an asset.
- Excellent knowledge of written and oral English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Spanish, Russian) an asset.

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