

Job Description for Professional Posts

Reference: NS2025/06

Position and Grade:	Associate Training Officer, P2
Organizational Unit:	Technical Assistance and Information Management Unit Regulatory Infrastructure and Transport Safety 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 Agency's activities to protect people and the environment from radiation exposure, and responds to the safety and security related needs of its Member States.

The Division of Radiation, Transport and Waste Safety (NSRW) 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 used while ensuring appropriate protection of workers, the public and patients. 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 infrastructures for the control of radiation sources, 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 Technical Assistance and Information Management Unit is responsible for the overall coordination and management of the Division's activities related to the application of the IAEA's safety standards in Member States. These activities include the provision of assistance through technical cooperation projects, promoting education and training, providing services and appraisals, fostering information exchange, and supporting research and development. The Unit is also involved in implementation in some of the aforementioned areas. In addition, the Unit is responsible for maintaining an overview of the overall radiation safety situation in Member States receiving IAEA assistance. This aids the IAEA in general, and the Division in particular, in identifying the real needs and priorities of Member States receiving IAEA assistance and in assessing the outcome of IAEA activities for these countries. The Unit is also responsible for managing the Division's information systems.

Main Purpose

Reporting to the Head of the Technical Assistance and Information Management Unit, the Associate Training Officer, working closely with other professional staff in the Unit, assists the team in the

development and production of a range of e-learning presentations and videos to be used for training Radiation Protection Officers (RPOs) and students on IAEAs Post Graduate Course in Radiation Protection and the Safety of Radiation Sources (PGEC). He/she assists with implementing web-based training activities, monitoring and reporting on the effectiveness of the training, and making suggestions for improvements.

Role

The Associate Training Officer is a: (i) a facilitator for the development of e-learning training materials in the area of radiation safety; (ii) a team member, supporting monitoring of training activities, maintaining and improving the quality of e-learning training material in the area; (iii) an analyst, reporting on the effectiveness of the e-learning training and making suggestions for improvements.

Partnerships

The Associate Training Officer collaborates with colleagues throughout the Department as well as with experts in Member States, professional organizations, IAEA Regional Training Centres as well as within the relevant IAEA departments and divisions in order to facilitate the development, implementation and evaluation of e-learning training material.

Functions / Key Results Expected

- In close collaboration with the team, assist in the development and production of a range of e-learning presentations and videos to be used for the training of Radiation Protection Officers (RPOs) and in relation to the delivery of IAEAs Post Graduate Course in Radiation Protection and the Safety of Radiation Sources (PGEC).
- Ensuring that the e-learning presentations are interactive and/or animated, as appropriate, and that they cover the necessary range of radiation protection and safety topics including those derived from IAEA Safety Standards and Guidance.
- Ensure the e-learning material is developed in a such a way that it can be used on IAEAs Moodle platform and/or as stand-alone items.
- Facilitate periodic reporting on the effectiveness of the e-learning training and making suggestions for improvements

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

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		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
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
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
Training Training Design	Knowledge of and ability to design, organize and deliver e-learning training packages
Training Training Evaluation	Knowledge of evaluation for training activities
Training Training Implementation	Knowledge of e-learning approaches and implementation methodologies

Education, Experience and Language Skills

- University degree in engineering or other related science (e.g. physics, chemistry).
- Minimum two years of relevant experience in the design, development and implementation of e-learning.

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- Experience in using Moodle is an asset.
- Knowledge of radiation safety and IAEA Safety Standards an asset.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.