

Job Description for Professional Posts

Reference: NS2025/07

Position and Grade:	Associate Nuclear Security Officer (RMS), P2
Organizational Unit:	Radioactive Material Security Unit Nuclear Security of Materials and Facilities Section Division of Nuclear Security
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 needs of its Member States related to nuclear safety and nuclear security.

The Division of Nuclear Security (NSNS) is responsible, upon request, for establishing, coordinating and implementing the IAEA's nuclear security programme to protect against, detect and respond to nuclear security events and threats thereof. NSNS comprises four Sections:

- Information Management Section
- Nuclear Security of Materials Outside of Regulatory Control Section
- Nuclear Security of Materials and Facilities Section
- Programme Development and International Cooperation Section

The Nuclear Security of Materials and Facilities Section (MAFA) is responsible, upon request, to assist States for activities related to implementation of the CPPNM and its Amendment and the Code of Conduct on Safety and Security of Radioactive Sources, establishing and sustaining nuclear security systems and measures for nuclear material, other radioactive material, associated facilities and associated activities being under regulatory control. These activities include developing nuclear security guidance consistent with relevant binding and non-binding international instruments, as well as assisting Member States in implementing their effective nuclear security legislative and regulatory frameworks. The Section performs assessment and provides advice through the International Physical Protection Advisory Service and expert missions, assists human resource development, including education and training through international, regional and national training courses and workshops, develops methodologies and promotes dialogue and cooperation through consultancy meetings, Coordinated Research Projects and technical meetings, and assists security upgrades.

The Radioactive Material Security Unit is responsible for performing activities related to nuclear security of radioactive material in use and storage, associated facilities and activities, including secure lifecycle management of disused sealed radioactive sources, and the technical implementation of the Code of Conduct on Safety and Security of Radioactive Sources and its supplementary guidance documents.

Main Purpose

Under the supervision of the RMS Unit Head and the guidance of RMS Nuclear Security Officers, the Associate Nuclear Security Officer (Radioactive Material Security) provides professional assistance in the development and implementation of result-based nuclear security projects aimed at enhancing the security and safety of radioactive material and associated facilities in beneficiary States, and in the drafting and review of related documentation.

Role

The Associate Nuclear Security Officer (RMS) is (i) a researcher, supporting the implementation of RMS projects and activities through data analysis and interpretation, as well as through process mapping and improvement (including outreach and gender mainstreaming); (ii) a coordinator, supporting the RMS Unit in the organization of internal (within the IAEA) and external events; and (iii) a technical presenter, delivering selected lectures during RMS training courses and events.

Partnerships

The Associate Nuclear Security Officer (RMS) works in close cooperation with staff in NSNS, in the Divisions of Radiation Transport and Waste Safety (NSRW) and of Nuclear Fuel Cycle and Waste Technology (NEFW), in the Technical Cooperation Department, as well as with colleagues from other IAEA Divisions; he/ she liaises with Points of Contact in States.

Functions / Key Results Expected

- In close coordination with members of the RMS Unit and with Integrated Nuclear Security Support Plan (INSSP) Officers, collect and analyse data on States needs in the area of radioactive material security, as an input towards enhancing the efficiency and effectiveness of RMS technical assistance projects.
- Map processes within the RMS Unit and propose approaches (including as regards outreach and gender mainstreaming aspects) to address identified shortcomings.
- Support the implementation of RMS projects and activities.
- Contribute directly to selected RMS training courses and events, by delivering technical presentations.

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

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		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.
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
Management and Programme Analysis Programme Management	Experience in collecting and analysing technical data, preferably in the nuclear field, and in the implementation of technical assistance activities.
Nuclear Security National Nuclear Security Regimes	Good knowledge of international guidance related to security of radioactive material.
Radiation, Transport and Waste Safety Code of Conduct on the Safety and Security of Radioactive Sources	Knowledge of the Code of Conduct for the Safety and Security of Radioactive Sources and its Supplementary Guidance.

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Security of Radioactive Sources/Licensing and Inspections	Experience in the authorization and inspection process for security of radioactive material and associated facilities.
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Education, Experience and Language Skills

- University degree in Science, Physics, Chemistry, Engineering or a closely related technical field with a focus on nuclear science, nuclear engineering, nuclear technology, nuclear/radiation safety, nuclear security or non-proliferation.
- Minimum of two years of working experience in the field of radiation safety or nuclear security, of which at least one year should be specifically related to the security of radioactive material and associated facilities.
- Fluency in written and spoken English required. Working knowledge of other official languages (Arabic, Chinese, French, Russian or Spanish), and especially French, an asset.