

# Job Description for Professional Posts

**Reference:** NS2025/08

<b>Position and Grade:</b>	Associate Nuclear Security Officer (INSSP), P2
<b>Organizational Unit:</b>	Needs Assessment Unit Information Management Section Division of Nuclear Security
<b>Duty Station:</b>	Vienna, Austria
<b>Type/Duration of Appointment:</b>	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 Information Management Section is responsible for the establishment and maintenance of the mechanisms required to collect, collate and analyse nuclear security related information required for the effective implementation of activities to strengthen the international nuclear security framework. The Section is responsible for managing and maintaining the Incident and Trafficking Database and related information, as well as the system to develop and coordinate the implementation of Integrated Nuclear Security Support Plans. For this purpose, it liaises with other international organizations and Member States to enhance cooperation in and increase the outreach of nuclear security information. The Section is also responsible for managing and maintaining the information technology systems necessary for implementing the work of the Division and providing for information exchange through internal and external information portals. Additionally, the Section is responsible for managing and implementing the programme of activities for raising States' awareness of the threat of cyber-attacks, and their potential impact on nuclear security. The Section is also responsible for implementing arrangements to maintain the confidentiality of sensitive information.

The Needs Assessment Unit supports the general nuclear security needs assessment activities of the Division of Nuclear Security (NSNS). It primarily carries out its responsibilities through the management and implementation of the Integrated Nuclear Security Sustainability Plan (INSSP) programme of activities and the Nuclear Security Information Management System (NUSIMS) Nuclear Security Self-Assessment Tool. The Unit supports the identification of and planning for nuclear security assistance activities of the Division. The Unit liaises with NSNS technical officers and other IAEA

Departmental organizations to ensure coordination and cooperation of nuclear security assistance activities with other IAEA technical activities, in specific States or regions.

## **Main Purpose**

Reporting to the Unit Head NAU, the Associate Nuclear Security Officer (INSSP) contributes to the development and management of Integrated Nuclear Security Sustainability Plans (INSSP) and related projects within an assigned portfolio of countries and support the maintenance of information related to the conduct of activities in Member States intended to enhance nuclear security. The Associate Nuclear Security Officer (INSSP) also contributes to the overall planning and coordination of the INSSP work of the NAU including the development of presentations, analysis of information and activities associated with managing the INSSP Programme and related information.

## **Role**

The Associate Nuclear Security Officer (INSSP) is: (i) an assistant, supporting the team in the management of an assigned portfolio of specific country INSSPs and related projects, as for following up on their implementation; (ii) a facilitator/coordinator, working in close collaboration with the technical officers and monitoring/reporting officers in the Division in order to manage the development and implementation of annual work plans within the INSSPs and related projects; and (iii) an analyst, assisting in managing the related Nuclear Security Information Management (NUSIMS) tool, and country specific nuclear security information within INSSPs and related projects.

## **Partnerships**

The Associate Nuclear Security Officer (INSSP) cooperates with the other INSSP team members, works in partnership with other staff in the Division of Nuclear Security as well as in other IAEA departments and offices, engages and works closely with points of contact in Member States who are the subject of an INSSP and liaise and coordinate with other international organizations and UN bodies.

## **Functions / Key Results Expected**

- Assist in managing portfolio of specific country INSSPs and related national, regional and interregional projects.
- Assist with management of nuclear security information in order to contribute to the development of INSSPs addressing Member States' needs and coordinate and integrate assistance provided by other organizations in order to ensure cost-effective use of the Nuclear Security Fund (NSF) by collecting information and providing input to the Nuclear Security Information Management System (NUSIMS) and Divisional Country Profiles.
- Liaise with the technical officers and reporting/monitoring officers in the Division of Nuclear Security, Member States and international partners for the coordination of all activities related to the INSSP of Member States within the assigned portfolio of States.
- Coordinate and work closely with technical officers and monitoring/reporting officers in the Division of Nuclear Security in order to manage the structured planning and implementation of support activities based on Member States needs identified in INSSPs.
- Follow-up on and track INSSPs implementation in close collaborative relationships with technical officers monitoring/reporting officers of the Division, other relevant IAEA Departments and Offices as well as Member States institutions and other nuclear security related UN organizations.

**RESTRICTED****Competencies and Expertise (do not revise or edit)**

<b>Core Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
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.

<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.

**RESTRICTED**

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Security of Radioactive Sources Security Management	Knowledge and understanding of the fundamental principles of global nuclear security.

## **Education, Experience and Language Skills**

- University degree in Project Management or other relevant field.
- Minimum two years of relevant experience in project management of nuclear security related matters, including experience in liaising with States and international partners. Experience at the international level an asset.
- Experience in cross-cutting coordination between multiple internal and external organizations.
- Experience in providing technical assistance an asset.
- Experience in working in small teams advantageous.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.