Job Description for Professional Posts

Reference:NS2025/13

Position and Grade:	Associate Software Developer, P2
Organizational Unit:	Information Management 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 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.

Main Purpose

The Associate Software Developer provides support for computerized solutions aimed at improving business processes and systems to meet organizational needs and also applies technical knowledge to develop and maintain a constantly evolving range of information systems running on diverse platforms in an agile environment.

Role

The Associate Software Developer is expected to assist with project management and planning, in the development and performance of relevant software engineering disciplines as a member of the team, as well as serve as a resource for the Section by taking part in various activities as required, ensuring quality and continuous process improvements.

Partnerships

The Associate Software Developer interacts with clients in the IAEA to agree on the scope of work to be undertaken, resource requirements and schedule. The Associate Software Developer also interacts with users and other IT specialists, both inside and outside the organization, to develop computerized solutions.

Functions / Key Results Expected

- Provide assistance in software projects.

- Perform requirements analysis and assist in the design of software systems.

- Support in the construction of software to meet designed solutions, using modern software tools.

- Contribute to the implementation of software systems, including acceptance testing, user training and the preparation of documentation.

- Provide software maintenance and technical support for existing software systems.

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.

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.
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.
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
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|Application Architecture	Knowledge of one or more of the following platforms is desirable: SharePoint 2019 (or higher) WPF, Azure Web Apps and MS Office/Microsoft 365 development.
Information Technology|Computer Programming	Knowledge of one or more of the following programming languages is desirable: C#.NET, or VB.NET.
Information Technology|Database Management	Knowledge of relational database management software (e.g. SQL Server) and SQL; knowledge of Windows client/server environments.
Information Technology|Information Security	Knowledge of secure coding techniques and information security.

Information Technology|Web Development	Knowledge of web development, including HTML, CSS, JavaScript and AJAX; C# and ASP.NET (Web Forms and/or MVC).

Education, Experience and Language Skills

- University degree in Software Engineering or a related field (such as information management, electronic engineering or computer science) desirable.

- Minimum of two years of working experience in software development/engineering in a technical role, project/product role, or similar desirable.

- Experience from software development projects following Project Management methodology such as PMP or Prince2 is an asset.

- Experience in the use of established formal methods and a disciplined approach to software engineering.

- Experience applying best practices for developing quality products.

- Experience in an ISO9001 or CMMI (Capability Maturity Model Integration) work environment is desirable.

- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.