

Job Description for Professional Posts

Reference: NS2025/14

Position and Grade:	Associate Standards Officer, P2
Organizational Unit:	Safety Standards and Security Guidance Development Office of Safety and Security Coordination
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 Office of Safety and Security Coordination (NSOC) is located in the Office of the Deputy Director General, Head of the Department. Its mission is to ensure the technical consistency and effective coordination of the IAEA's activities in the nuclear, radiation, transport and waste safety and nuclear security programmes. NSOC comprises three Sections: the Programme and Strategy Coordination Section, the Networks Management and Partnership Section and the Safety Standards and Security Guidance Development Section.

The mission of the Safety Standards and Security Guidance Development Section (SSDS) is to coordinate and support the departmental efforts to ensure that the IAEA's safety standards and nuclear security guidance constitute a comprehensive, up to date, coherent and authoritative suite of internationally agreed and accepted references; to enhance the review-revision process with the implementation of a new information technology platform for the knowledge and content management of the whole series of safety standards and nuclear security guidance; to provide for the maintenance of the safety and security glossaries and to promote the worldwide harmonized use of the Safety Standards publications and Nuclear Security Series publications.

Main Purpose

The Associate Standards Officer supports the team in the implementation of the Department's strategies and processes for establishing IAEA safety standards and developing other safety and security related publications, thus contributing to fulfilling the statutory mandate of the IAEA. In particular, the Associate Standards Specialist reviews and redrafts text of draft standards and other publications to ensure and enhance their quality.

Role

The Associate Standards Officer is: (i) technical reviser, reviewing and redrafting text of draft safety standards and other draft safety and security related publications, ensuring the appropriateness of content, syntax, usage, terminology, style and language; (ii) a team member, assisting in planning and

organizing the review of draft safety standards and other draft safety and security related publications, and applying the processes for the establishment of safety standards.

Partnerships

The Associate Standards Officer consults with managers and technical officers throughout the Department and in other Departments and advises on the Departments strategies and processes for establishing IAEA safety standards and developing nuclear security guidance and for preparing other draft safety and security related publications, in particular in relation to review, redrafting and terminological control.

Functions / Key Results Expected

- Contribute to ensuring and enhancing the quality of the IAEA standards and nuclear security guidance by means of rigorous checks and controls.
- Apply the strategies and processes for the establishment of safety standards and the development of nuclear security guidance.
- Review and in consultation redraft texts of draft standards and draft nuclear security guidance for syntax, usage, clarity, terminology, and consistency.
- Review and redraft texts of other safety and security related publications, such as TECDOCs and Safety Reports.
- Contribute to the development of strategies and processes that enhance the application of safety standards and nuclear security guidance in Member States and contribute in the development of e-learning modules on the IAEA Safety Requirements.
- Contribute to maintaining and enhancing the electronic version of the Safety and Security Glossary internal relationship.

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
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
Nuclear Safety Analytical Writing Skills	Ability to draft and revise high level scientific, technical, or regulatory texts.
Nuclear Safety IAEA Safety Standards	Ability to revise IAEA safety standards.
Physical Protection Regulatory Framework	Ability to revise IAEA nuclear security guidance.

Education, Experience and Language Skills

- University degree in Science or Engineering or other related field.
- Minimum two years of experience in planning, organizing and conducting the review and revision of scientific, technical and regulatory related texts.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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