

# Job Description for Professional Posts

**Reference:** NS2025/17

|                                      |                                                                                    |
|--------------------------------------|------------------------------------------------------------------------------------|
| <b>Position and Grade:</b>           | Associate Regulation Officer, P2                                                   |
| <b>Organizational Unit:</b>          | Office of the Deputy Director General<br>Department of Nuclear Safety and 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 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.

## Main Purpose

Under the supervision of the IAEA Radiation Safety and Nuclear Security Regulator, the Associate Regulation Officer will assist the regulatory team with the implementation of individual tasks of the project 3.0.0.004 "Internal control for radiation safety and nuclear security" and contribute to the establishing of a quality manual for the internal regulatory activities.

## Role

The Associate Regulation Officer is a: (i) content contributor, providing input to the development of regulatory documents; (ii) a team member, supporting training activities provided by the Regulator.

## Partnerships

The Associate Regulation Officer consults with and provides services to the members of the regulatory team and works in cooperation with the staff members of the Agency facilities and activities, particularly the radiation protection officers, and the providers of services for radiation safety and nuclear security in the Agency.

## Functions / Key Results Expected

- Contribute to the development of a quality manual and the documentation of regulatory processes.
- Assist in the analysis of safety and regulatory records, drawing conclusions on the performance of the regulatory system, and identifying opportunities for improvement.
- Assist in the development of presentations and training material on the internal regulatory activities.
- Contribute to the customization of RAIS+ according to the established processes and generating reports when required by the Regulator.

## 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                                                                                                                                                                                                                                                     |
| 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. |
| Judgement/decision making                    | Associate         | Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules                                                                                                                                                           |
| Knowledge sharing and learning               | Associate         | Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.                                                                                                                                               |
| 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.                                                                                                         |

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| <b>Expertise</b>                                                                 |                                                                                                                                                                |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Expertise</b>                                                                 | <b>Description</b>                                                                                                                                             |
| Radiation, Transport and Waste Safety Radiation Safety Regulatory Infrastructure | Understanding the main principles of regulating facilities and activities involving exposure to radiation, including the development of procedures and guides. |
| Radiation, Transport and Waste Safety Management System                          | Knowledge of management systems for safety                                                                                                                     |

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

- University degree in a scientific or engineering discipline relevant to radiation safety and nuclear security.
- Minimum two years of related experience, including quality management experience.
- Proven ability to independently draft concise and high-quality written documentation based upon evaluation and analysis of technical material for the purpose of reporting or presenting.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset. Knowledge of German is an asset.

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