



IAEA

Atoms for Peace

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

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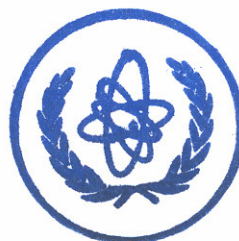
The Secretariat of the International Atomic Energy Agency (IAEA) has the honour to submit to the Member States a forecast of vacancies in the Professional category (P1 to P5) likely to arise in the Secretariat of the IAEA until 2010-12-31.

The forecast has been developed by the Division of Human Resources in response to the request by the General Conference to strengthen, within available resources, recruitment efforts in Member States by providing them regularly with information about employment opportunities and projections of expected vacancies in the Secretariat, in order to facilitate recruitment of staff chosen from developing countries and other countries which are unrepresented or under-represented, and to pursue a target of equal representation of women at all levels of Agency employment, including senior policy-level and decision-making posts (resolutions GC(43)/RES/20) GC(43)/RES/21). The forecast is, however, subject to change and will not replace or supersede circulars announcing individual vacancies in the Professional category.

The Agency has continued its outreach efforts to attract highly qualified candidates from Member States by targeting the advertising of vacancies in professional societies and associations, newspapers and scientific journals in the different regions of the world, and establishing Internet links where available. In this context, the assistance of Member States is being sought to identify such sources of recruitment. The forecast includes an overview of the education, experience and skills which candidates should possess for the individual vacancies.

The Secretariat requests Member States to draw to the attention of the appropriate Governmental authorities, the readiness of the Agency to organize recruitment and/or information events in developing countries and other Member States that are unrepresented or under-represented in the Agency's Secretariat, upon request, on a cost sharing basis.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew the assurances of its highest consideration.



2008-10-07

Enclosure



IAEA

International Atomic Energy Agency

FORECAST OF VACANCIES

Until end-2010 (**Issue No.: 14**)

OVERVIEW OF BASIC REQUIREMENTS FOR PROFESSIONAL VACANCIES IN THE IAEA

Education, Experience and Skills:

Professional staff at the P4-P5 levels:

- Advanced university degree (or equivalent postgraduate degree);
- 7/10 years of experience in a field of relevance to the post, respectively;
- Resource management experience;
- Strong analytical skills;
- Computer skills: standard Microsoft Office software;
- Languages: Fluency in English. Working knowledge of other official languages (Arabic, Chinese, French, Russian, Spanish) advantageous;
- Ability to work effectively in multidisciplinary and multicultural teams;
- Ability to communicate effectively.

Professional staff at the P1-P3 levels:

- University degree (or equivalent graduate degree);
- No/2/5 years of experience in a field of relevance to the post, respectively;
- Strong analytical skills;
- Computer skills: standard Microsoft Office software;
- Languages: Fluency in English. Working knowledge of other official languages (Arabic, Chinese, French, Russian, Spanish) advantageous;
- Ability to work effectively in multidisciplinary and multicultural teams;
- Ability to communicate effectively.

VACANCY	GRADE	2008— Issue No.: 14 — Vacancies expected through end-2010 (subject to change) REQUIREMENTS / ROLE	EXPECTED DATE OF VACANCY
Offices reporting to the Director General			
Programme Officer	P3	Under the supervision and guidance of the Director of the Office of Programme Development and Performance Assessment, the Programme Officer carries out the tasks required in terms of reviews, research and analytical studies to support the work and activities of the Office.	Second half 2008
External Relations and Policy Officer	P4	Initial point of contact on all matters pertaining to non-proliferation, safeguards and verification issues. Primary action officer in the Office of External Relations and Policy Coordination (EXPO) for monitoring, reporting and assistance in policy development with regard to major non-safeguards verification related issues.	Second half 2008
Auditor (two posts)	P4	Under the supervision and guidance of the Head of Internal Audit, plans and conducts financial, management, operational or value-for-money audits of assigned organizational or functional activities in accordance with established OIOS (Office of Internal Oversight Services) standards.	Second half 2009
Section Head (Internal Audit)	P5	Leads, conducts and coordinates audit assignments and ensures that audit reviews are carried out in accordance with the UN Internal Audit Standards as adopted by the Heads of UN Internal Audit.	Second half 2009
Senior Legal Officer	P5	In collaboration with other Legal Officers and other key Secretariat staff, prepares legal instruments and documents, and provides legal advice on the application and interpretation of all relevant legal instruments, documents and questions arising in connection with general legal matters.	Second half 2009

Department of Management			
Translator (French)	P3	As a member of a team led by a Section Head, translates a wide range of administrative, legal, economic, scientific and technical texts, particularly in the field of nuclear physics and engineering. The Translator applies his/her analytical, linguistic and drafting skills to translating texts covering all aspects of the IAEA's activities.	First half 2009

Section Head (Finance and Accounting)	P5	As a team leader reporting to the Director, Division of Budget and Finance, the Section Head leads and coordinates accounting and financial services. Responsible for the control of all contributions and all other amounts due to the Agency, cash management including the investment of funds, the Agency's published accounts and liaison with External Auditors, as well as related policy development and implementation.	Second half 2009
Unit Head (Personnel Administration)	P4	Guides and manages the work of the In-Service Administration Unit, innovates policies and procedures, bears responsibility for the administration of entitlements during service and upon separation for approximately 2500 staff and non-staff in accordance with the applicable rules and regulations.	First half 2010
Section Head (Public Information)	P5	The Section Head is: (1) an adviser in conceiving, formulating and executing an integrated periodicals programme that will promote worldwide public understanding of and support for the IAEA; (2) a publicist, meeting the information needs of Member States and broadening the dissemination of materials; and (3) a team leader, coordinating the work of a team of professional staff.	Second half 2009
Multimedia Producer	P3	Plans, selects and develops multi-media packages suitable for target audiences; reports on IAEA activities in Vienna and in the field using multimedia formats and distribution of multimedia packages on TV and on the web with the purpose of raising the image of the IAEA and highlighting issues of concern with constituent audiences of the Agency.	Second half 2009
Software Engineer	P3	The Software Engineer provides advice and support for computerized solutions aimed at improving business processes and systems to meet organizational needs and also applies technical knowledge to create effective information systems.	Second half 2010

Department of Nuclear Sciences and Applications			
Radiopharmacologist	P4	As a member of a team led by the Head of the Nuclear Medicine Section and the Director of the Division of Human Health, assists in formulating, guiding, monitoring and implementing the Agency's human health projects related to radiopharmacology and associated techniques.	Second half 2009

Section Head (Nuclear Data)	P5	As a team leader reporting to the Director of the Division of Physical and Chemical Sciences, the Section Head initiates, directs, coordinates and supervises IAEA projects on atomic and nuclear data and energy and non-energy applications thereof. He/she is also the manager of the subprogramme on atomic and nuclear data within the Nuclear Science Programme, which is a part of the IAEA's Major Programme 1 managed by the Head of the Department of Nuclear Energy.	First half 2009
Chemist (Radioisotope & Radiopharmaceutical)	P4	As a member of a team led by a Section Head, plans and implements programmes in the fields of radioisotope production and processing, radiopharmaceuticals production and quality assurance, radioimmunometric assays and other emerging areas of radiochemical applications in biosciences and industry.	Second half 2010
Atomic Physicist (multiple posts)	P3/P4	As a member of a team led by a Section Head, the Atomic Physicist participates in project activities, develops international guidelines, assists Member States in enhancing the peaceful use of fusion energy technologies, develops and implements new programmes on training, and provides technical assistance at the request of Member States.	Second half 2009
Section Head (Physics)	P5	As a team leader reporting to the Director of the Division of Physical and Chemical Sciences, the Section Head initiates, directs, coordinates and supervises IAEA projects on physics.	Second half 2010
Nuclear Physicist (multiple posts)	P2/P3	Contribute to planning and implementing activities in applications of accelerators to nuclear physics and materials science, including nuclear instrumentation aspects by initiating and supervising coordinated research projects (CRPs) and the related meetings and reports in the field of applications of accelerators, particularly their applications in materials development and characterization, and related nuclear instrumentation.	Second half 2010
Nuclear Instrumentation Physicist	P3	As a member of the Instrumentation Unit led by the Unit Head, the Nuclear Instrumentation Physicist acts as the leader of the X-ray fluorescence group and also contributes to the modification and improvement of nuclear spectroscopy equipment, techniques and methodologies for effective applications in environmental pollution monitoring, human health, agriculture, industry, the study and preservation of cultural heritage objects, etc.	First half 2009
Unit Head (Chemistry)	P5	Under the programmatic direction of the Director of the Agency's Laboratories Seibersdorf, to lead the Chemistry Unit of the Physics, Chemistry and Instrumentation (PCI) Laboratory, and to implement the Agency's programmatic activities in the management and protection of the terrestrial environment.	Second half 2010

Department of Safeguards			
Senior Safeguards Inspector (State Level Coordination) (two posts)	P5	Responsible for the evaluation and submission of the State evaluation reports prepared by country officers. Plans and performs Agency safeguards inspections and other verification activities, evaluates the results and reports thereon. Provides technical and management input to inter-Divisional and Divisional working groups on the development and implementation of integrated safeguards measures.	First half 2009
Senior Safeguards Inspector (Quality Management)	P5	Performs inspections as a nuclear safeguards inspector; reviews the evaluation of inspection results and the conclusions drawn by members of the inspection team; plans, coordinates and integrates the activities of staff supervised, including the relevant liaison with State authorities; participates in negotiations of safeguards agreements.	Second half 2008
Senior Safeguards Inspector (Implementation Coordination) (two posts)	P5	The Senior Safeguards Inspector, as part of the management team of a Section, ensures the timely and accurate evaluation of safeguards relevant information with regard to State declared nuclear facilities, sites and locations, and plans and implements the necessary activities to follow up on safeguards relevant findings. Based on these activities, and in accordance with the Safeguards Manual and the relevant safeguards agreements, makes recommendations on the safeguards conclusions to be drawn for each State.	Second half 2009
Nuclear Safeguards Inspector (multiple posts)	P3/P4	Performs inspections by applying the principles of nuclear materials accounting, measurements and containment/surveillance; interacts with facility personnel and State officials in obtaining the necessary access to records and documentation; analyses and evaluates extensive amounts of data collected from various sources (facility records and design information, States' reports, inspection results and Agency computer services).	Second half 2008
Effectiveness Evaluation Specialist	P4	Responsible for compiling and maintaining information regarding safeguards application at the facility level; contributes to the Safeguards Implementation Report (SIR); participates in efforts to improve the effectiveness of safeguards; analyses the reasons for failure to attain inspection goals; and provides advice and training for the Department.	First half 2009

Senior Safeguards Analyst	P5	Supervises the process of data collection and evaluation for the annual Safeguards Implementation Report (SIR); prepares the SIR for presentation to the Board; develops new evaluation procedures associated with safeguards strengthening measures, in particular for the evaluation of States as a whole and for integrated safeguards; carries out field assessments, during inspections, of the effectiveness of existing implementation procedures.	First half 2009
Safeguards Analyst	P4	Develops and evaluates integrated safeguards approaches at the facility and State level; provides technical support for State evaluation; and prepares working documents for consideration within the Department of Safeguards and by international advisory groups.	First half 2009
Safeguards Information Analyst	P2	The Safeguards Information Analyst contributes to the Agency's nuclear verification mission by conducting safeguards analyses using all the sources of information available to the Department of Safeguards. These analyses will be incorporated into annual State evaluation reports, which form the basis for the Safeguards Implementation Report (SIR).	Second half 2009
Unit Head (Concepts and Approaches Development)	P5	As a team leader reporting to a Section Head, coordinates the development of safeguards concepts and approaches; analyses technical and policy related safeguards issues; and coordinates technical review and/or advisory groups relating to safeguards concepts and approaches.	First half 2010
Unit Head (Inspection Measurement Quality Analysis)	P5	As a team leader reporting to a Section Head, coordinates the evaluation of destructive and non-destructive verification measurement results and contributes to continuing efforts aimed at efficient and effective implementation of the environmental sampling programme for safeguards.	Second half 2009

Department of Technical Cooperation			
Programme Management Officer (multiple posts)	P3/P4	Develops and manages (complex) programmes and projects in an area of nuclear technology based on Member States' development needs.	2009/2010
Section Head (Regional Division)	P5	A team leader reporting to the Director of a Regional Division, the Section Head ensures a strategic, results-oriented programmatic response to Member States' priorities in the application of nuclear technologies to meet their development goals.	First half 2010

Department of Nuclear Energy			
Librarian (multiple posts)	P2	Under the joint supervision of the team leaders of the Library Technical Services and the INIS (International Nuclear Information System) Content Management Group, the Librarian provides subject analysis and quality control for the Library's online catalogue and the INIS database.	First half 2009
Chemist	P3	As part of a team of subject specialists led by the Leader of the Content Management Group, the Chemist analyses literature on the peaceful uses of nuclear science and technology for entry into the INIS database, one of the Agency's sources of high quality, comprehensive and timely information, in order to meet the information needs of Member States and the Agency.	First half 2010
Section Head (3 posts) (Nuclear Power Engineering; Nuclear Fuel Cycle and Materials; Waste Technology)	P5	As a manager and team leader reporting to a Director, initiates, guides, coordinates, and supervises the Agency's work in nuclear power engineering/nuclear fuel cycle and materials/waste technology.	First half 2009 (waste technology) Second half 2010 (others)
Nuclear Engineer (multiple posts)	P4	As a member of a team led by a Section Head, the Nuclear Engineer participates in project activities, develops international guidelines, develops and implements new programmes on training, assists Member States in enhancing their nuclear energy operations, and provides technical assistance at the request of Member States.	2009/2010

Department of Nuclear Safety and Security			
Section Head (2 posts) (Information Management & Coordination; Prevention)	P5	Initiates, coordinates and supervises the activities of a Section, ensuring provision of the information required for the planning, prioritization, coordination, monitoring and reporting that underpin the effective implementation of the IAEA's activities in order to assist Member States in meeting the obligations of a strengthened nuclear security regime.	First half 2009 First half 2010
Section Head (Policy and Programme Support)	P5	As a manager and team leader reporting to the Director of the Division of Nuclear Installation Safety, the Section Head oversees and coordinates activities and functions concerning all sections in the Division that are of an overarching nature, e.g. Integrated Safety Approach, strategic planning for education and training, and TC activities; supports extrabudgetary programmes; coordinates	Second half 2010

		safety standards development and revision process; supervises management of safety/safety culture activities; services the Convention on Nuclear Safety; and coordinates knowledge management activities in line with departmental policy.	
Section Head (Safety Assessment)	P5	As a manager and team leader reporting to the Director of the Division of Nuclear Installation Safety, the Section Head initiates, guides, coordinates and supervises the Agency's work in safety assessment.	First half 2010
Senior Safety Officer 2 posts: (Engineering Safety; Safety Assessment)	P5	As a key member of the project management team led by a Section Head, the Senior Safety Officer manages projects, develops, organizes and implements IAEA activities in the specific technical field of nuclear facilities and installations. He/she assists Member States in enhancing the safety of nuclear installations and facilities, promotes the preparation and use of Agency safety standards, provides technical assistance at the request of Member States and ensures the application of the Agency's safety standards.	First half 2010
Safety Officer 2 posts: (Safety Assessment; Operational Safety)	P4	As a member of a team led by a Section Head, the Safety Officer contributes to project activities in the area of safety assessment/operational safety by developing safety standards. The Safety Officer develops and implements programmes on training, promotes enhancement of the safety of nuclear installations worldwide and provides technical assistance and safety review services at the request of Member States.	First half 2009 Second half 2010
Unit Head (Radioactive Waste and Spent Fuel Management)	P5	As a team leader reporting to a Section Head and as a lead technical expert, the Unit Head guides, coordinates, and supervises the Agency's projects in the Radioactive Waste and Spent Fuel Management Unit.	First half 2010
Safety Specialist (Predisposal Waste)	P4	The Safety Specialist is a team member who, under the leadership of a Unit Head and a technical expert, coordinates and implements specific projects in predisposal waste safety.	Second half 2009
Training Specialist (Radiation Safety)	P4	The Training Specialist reports to the Head of the Technical Assistance and Information Management Unit and coordinates and implements activities related to establishing sustainable education and training programmes in Member States for radiation, transport and waste safety.	First half 2009