

## SSTS PROCESS SERIES

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### **COST-FREE EXPERTS AND JUNIOR PROFESSIONAL OFFICERS**

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#### **1.0 Background:**

The U.S. Support Program (USSP) was established in 1977 to provide extra-budgetary support to the International Atomic Energy Agency (IAEA) Department of Safeguards.

The International Safeguards Project Office (ISPO) recruits Cost-Free Experts (CFEs) and Junior Professional Officers (JPOs) through various recruitment mechanisms in response to IAEA requests to the USSP.

CFEs and JPOs take positions as employees of the IAEA and receive the same rights, responsibilities, and privileges as regular staff members, however they may not act as safeguards inspectors (although they may participate in inspections), may not assume supervisory or managerial positions and do not have IAEA signature authority. There are three categories of CFEs and only one category of JPOs.

The three categories of CFEs are:

- i. Type A: Paid by the IAEA from extra-budgetary contributions from a Member State.
- ii. Type B: Paid directly by a member state or an organization within a Member State.
- iii. Type C: Paid by shared arrangement between the IAEA and a Member State.

The USSP typically sponsors Type A CFEs. JPOs sponsored by the USSP are Type A.

CFEs and JPOs are provided by the USSP in order to:

- i. Meet specific short-term needs that cannot be met by Agency staff.
- ii. Provide technical expertise in specialized subjects.
- iii. Increase the technical capabilities of Agency staff.
- iv. Provide staff resources to help the IAEA cope with budget constraints.

#### **2.0 Purpose:**

The USSP provides CFEs and JPOs to the IAEA to perform specific tasks for which the IAEA requires expertise for short-term staff needs that cannot be met with existing IAEA staff.

### **3.0 Process:**

#### **a. Requests**

Requests from the IAEA for CFEs and JPOs are issued in the form of a task proposal (SP-1). The SP-1 includes a description of the activities and responsibilities that the CFE/JPO will be expected to undertake.

#### **b. Length of Service**

The SSTS prefers to provide CFEs/JPOs to work on new initiatives in subject areas where the IAEA has not yet built an in-house competency or projects that fulfill a one-time need for the IAEA and considers the IAEA responsible for providing staff to perform essential, routine, and long-term work. To demonstrate our focus on these goals, approved CFEs/JPOs are appointed for an initial assignment of two years and if justified, CFE assignments can be extended one or two years at a time, with a service limit of five years for CFEs and two years for JPOs. SSTS can decide on a case-by-case basis to deviate from these limits under extraordinary circumstances.

#### **c. Recruiting and eligibility**

ISPO is responsible for recruiting for identified CFE/JPO positions. ISPO sends the SSTS-approved SP-1 to designated coordinators at U.S. national laboratories, the private sector and other contacts with a request for nominations. The positions are also advertised on the ISPO website and as needed, in other recruitment fora. The members of the SSTS can also assist ISPO in identifying suitable candidates from U.S. agencies. As a general rule, ISPO will attempt to recruit at least three candidates for each position.

Unless noted otherwise, only U.S. citizens will be considered for CFE/JPO positions sponsored by the USSP. CFEs must be under the age of 65 and able to fulfill the duration of the initial CFE contract (two years). JPO candidates must be between the ages of 18 to 32 on the date of application submission.

CFEs and JPOs may reapply for CFE/JPO positions as long as they not reapplying for the same position they previously held and do not exceed the service limit in the case of successive CFE or JPO positions. Former JPOs may apply for CFE positions.

Recruitment periods can be lengthy as a result of USSP – IAEA coordination and processes internal to each side. The USSP will act in good faith to minimize the length of the recruitment and take steps to review the process for possible ways to improve its efficiency.

d. Number of CFEs/JPOs Supported by the USSP

CFE/JPO positions represent a multi-year commitment of funding. ISPO monitors the level of support and provides the SSTS with timely budget forecasts.

e. Work Plans

At the beginning of each assignment, the IAEA task officer is required to develop a work plan that identifies the tasks to be performed by the CFE/JPO during the assignment. The agreed work plan should be provided to ISPO.

f. Quarterly Reports

Quarterly Reports are necessary for the USSP to track the status of tasks and are reported in ISPO's Capsule Summary of Active Tasks. The IAEA Department of Safeguards submits these reports to ISPO.

g. Pension Options

CFE and JPO pension options are the subject of SSTS Process Series Number 4, Pension Options for U.S. Cost-Free Experts, Fixed Term Extra-Budgetary and Junior Professional Officers.