



human
resources

INVITING
COMMITMENT

WORKING
FOR THE **IAEA**



challenge - commitment - team spirit - respect - strength - determination

Not just for mountaineers!

The mountaineering imagery was chosen to assist in expressing our message in a singular way. The qualities above are ones that you will find in IAEA employees, and represent opportunities **for people looking to join our teams** working to fulfil a critical mandate.

Our organization is based in Vienna, Austria, a city that was ranked number one in a recent worldwide quality of living survey, and a country famous for its mountains.

We are inviting your commitment to contribute to our global impact in an atmosphere of a balanced working and personal life.

<http://recruitment.iaea.org>

INVITING COMMITMENT
WORKING FOR THE IAEA

CONTENTS

- 04 AN INTRODUCTION TO THE IAEA
- 06 OUR WORK
- 34 REQUIREMENTS AND CONDITIONS
FOR APPOINTMENT
- 39 CONDITIONS OF EMPLOYMENT
- 43 HOW TO APPLY FOR A POSITION
IN THE IAEA
- 45 ANNEX 1 MEMBER STATES
- 46 ANNEX 2 ORGANIZATIONAL CHART

AN INTRODUCTION TO THE IAEA



Founded in 1957 within the UN family, the IAEA serves as the world's intergovernmental forum for scientific and technical cooperation in the peaceful uses of nuclear energy. Its principal objectives under its Statute are *“to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world”* and *“ensure, so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose”*.

The IAEA pursues its objectives by promoting the transfer of nuclear technology and know-how, encouraging the creation of an international culture of safety and reliability in the utilization of nuclear energy, safeguarding nuclear materials so as to ensure that they are used exclusively for peaceful purposes and disseminating information on the peaceful uses of nuclear technology.

In 2005, the IAEA was awarded the Nobel Peace Prize *“for their efforts to prevent nuclear energy from being used for military purposes and to ensure that nuclear energy for peaceful purposes is used in the safest possible way.”*

The IAEA's headquarters are in Vienna. Operational liaison offices are located in Geneva, Switzerland, and New York, USA. Regional offices are located in Toronto, Canada, and Tokyo, Japan.

The IAEA also runs and supports research centres and scientific laboratories in Vienna and Seibersdorf (*Austria*) and Monaco.

IAEA programmes and budgets are set through decisions of its policy making bodies:

– The General Conference

comprises all Member States (*see Annex 1*) and meets for a one week session every year;

– The Board of Governors

oversees the ongoing operations of the IAEA, comprising 35 Member States and generally meets five times a year, or more frequently if required for specific situations.

The IAEA Secretariat is led by the Director General, who is the chief executive authority, and six Deputy Directors General who head the major departments. A multi-disciplinary professional and support team of approximately 2300 scientific, technical and administrative personnel from over 100 countries work at the Secretariat, implementing the IAEA's programmes.

Nuclear engineers, nuclear physicists and nuclear safeguards inspectors constitute the largest groups of Professional staff members.

The other scientific and technical occupational groups are comprised of engineers, biologists, agricultural scientists, physicists, marine scientists, chemists, medical doctors and mathematicians with a wider variety of specializations.

The major administrative occupational groups include accountants, human resources specialists, computer experts, procurement specialists, lawyers, translators, editors, project managers and librarians.

IAEA Professional staff comprise a multicultural group of experts from the Member States. They carry out the functions of the IAEA by two different means. First they contribute as individual experts. Second, they organize input from experts who are nominated

by their countries to deal with specific tasks, such as preparing standards.

IAEA staff members are international civil servants who owe allegiance solely to the IAEA and are required to not accept instructions from any government or other national authority.

The work of the IAEA is carried out through six Departments

(see the organizational chart in Annex 2):

- Management
- Nuclear Energy
- Nuclear Safety and Security
- Nuclear Sciences and Applications
- Safeguards
- Technical Cooperation¹

¹ This brochure deals with the recruitment of regular staff members. For information on the recruitment of technical cooperation experts, please contact the IAEA Department of Technical Cooperation.

OUR WORK

OFFICES REPORTING TO THE DIRECTOR GENERAL

Secretariat of the Policy- making Organs

The Secretariat ensures that the IAEA's Policy Making Organs (*the Board of Governors and the General Conference*) effectively perform their statutory responsibilities and their other functions in overseeing the ongoing operations of the IAEA.

Office of Internal Oversight Services

The Office was established to strengthen the IAEA's ability to change through improved management practice, as well as programme performance and enhanced accountability.

Office of External Relations and Policy Coordination

The objectives of the Office are to (i) arrive at well formulated and coordinated policies for all areas of the IAEA's

programme, and (ii) maintain effective relations and communications with Member States, other UN bodies, International Organizations and civil society.

Office of Legal Affairs

The objectives of the Office are to (i) ensure the legally appropriate performance of the IAEA's work, to prepare legal instruments, including international agreements and internal regulations, to provide legal interpretations of these instruments and regulations, (ii) ensure that the legal aspects of the IAEA's work programme are appropriately addressed, (iii) provide advice on legal questions relating to the work of the IAEA and to provide assistance for the development of nuclear legislation in Member States, and (iv) ensure a coordinated approach to legal issues common to the UN system.



Professionals in
these areas have
expertise in:

- Certified accounting and auditing
- Economics
- International relations
- Law
- Management analysis
- Political science

“IT’S ABOUT MUCH MORE
THAN JUST BUILDING NUCLEAR
POWER PLANTS”



For **Laura Rockwood** (*USA*), a lawyer educated at UC Berkeley and Hastings College of Law in San Francisco, working at the IAEA is interesting, current, newsworthy and exciting. Given the IAEA’s objective of promoting the safe and peaceful uses of nuclear energy, the work is anything but one dimensional, ranging from the implementation of safeguards to verify the non-proliferation of nuclear weapons to the promotion of nuclear applications in medicine and agriculture.

The Head of the Non-Proliferation and Policy-making Organs Section in the Office of Legal Affairs, Laura was one of the original drafters of the Model Additional Protocol (1997) designed to improve the IAEA’s ability to verify the absence of undeclared nuclear material and activities in safeguarded States. This task involved convincing Member States of the value of the protocol, understanding and addressing their concerns and

bringing about fundamental, ground-breaking changes to the safeguards system from a legal point of view. She finds it energizing to work in a place where people believe in what they do. She also likes the intellectual challenge of the IAEA’s work and learning to see things from different perspectives in a multicultural environment. On a more personal note, Laura thinks that Vienna is a ‘terrific’ city to live in.

MANAGEMENT

PROVIDING SUPPORT SERVICES ESSENTIAL TO THE EFFICIENT OPERATION OF THE IAEA

The **Department of Management** (*MT*) provides a wide range of supporting services to the IAEA's other Departments, and the Professionals of this Department carry out challenging activities in very diverse areas.

The objective of the **Office of Procurement Services** is to ensure the timely acquisition of goods and services, ensuring value for money through competition and due regard to the principles of fairness, integrity and transparency.

The **Division of Budget and Finance** prepares and administers the IAEA's annual budgets, which determine the allocation of personnel and financial resources to the programme of the IAEA. The Division works to ensure the continued confidence of the Board of Governors and Member States in the financial management of the Secretariat.

The **Division of Conference and Document Services** facilitates the effective exchange and dissemination of information between the Secretariat and Member States, and among Member States, by organizing meetings and conferences, editing, printing and distributing documents and scientific and technical publications in the six official UN languages.

The Division of Human Resources provides services ranging from human resources planning, recruitment, staff development and career management to salary and benefits, as well as medical and health related services.

The Division of Information Technology provides reliable and sustainable Information and Communication Technology solutions and services.

The objective of the **Division of General Services** is to provide efficient and effective general administrative support services including: operational maintenance, facilities management, archiving and records management, travel, transportation, housing and insurance, as well as property management and the commissary.

The objective of the **Division of Public Information** is to bring about more accurate, balanced and objective understanding of nuclear issues and the role of the IAEA.

**Professionals in MT
have expertise in:**

- Accounting
- Administration
- Computer Sciences
- Finance
- Human resources
- Procurement
- Translation



For more information about MT, see:
www.iaea.org/About/Jobs/mt.html

“INVESTING IN PEOPLE”

George Petison (*Ghana*) is on his second tour of service at the IAEA. He has an MSc in software engineering and an MBA, subjects which he studied during his first tour of service. He decided to apply for a position at the IAEA because he was looking for something new and challenging.

As an **IT Software Engineer** in the Division of Information Technology, his work is project and customer oriented; it includes IT business analysis, managing outsourced projects, and technical leadership to younger programmers. He believes that the IAEA has a unique way of working due to the cultural and professional diversity of its staff.

What he values most about the IAEA is its investment in people by promoting professional development.

While on the job his group has undergone training on various transferable skills, including ITIL best practices and Prince 2 methodologies.



NUCLEAR ENERGY

ENLARGING THE
CONTRIBUTION OF NUCLEAR
ENERGY TO GLOBAL
DEVELOPMENT



The IAEA assists countries in developing or improving their capabilities for applying nuclear energy and related technologies for peaceful purposes.

The **Division of Nuclear Power** assists Member States in increasing their capability to implement and maintain competitive and sustainable nuclear power programmes, and develop and apply advanced nuclear technologies. The Division's Professionals give specific advice on nuclear energy, including nuclear programme planning, and plant construction and operation. They advise on the technical, economic and financial requirements for sound nuclear power projects. They collect and disseminate information and assist in the improvement of power plant performance, operations capabilities, quality assurance and infrastructure development. Also, they are involved in the coordination for the development of innovative reactor technologies and future design concepts.

The **Division of Nuclear Fuel Cycle and Waste Technology** supports Member States in increasing their capabilities in policy making and strategic planning, technology development and implementation of safe, reliable, economically efficient, proliferation resistant and environmentally sound nuclear fuel cycle and waste management programmes. Professional staff advise Member States and organizations in Member States on uranium mining and resources, environmental aspects associated with all types of fuel cycle facility, advanced fuels and the management of irradiated fuel from power and research reactors. They also assist in and advise on strategies, engineering solutions and technologies for managing various types of radioactive waste from different sources (*including decommissioning*) in a safe, environmentally sound, cost efficient and sustainable manner.

The Planning and Economic Studies Section (PESS) seeks to enhance the capacity of Member States to perform their own analyses regarding electricity and energy system development, energy investment planning and energy environment policy formulation, and to assess the potential role of nuclear energy in the context of mitigating climate change and contributing to sustainable energy development. Assistance includes: transferring modern planning methods, tools and databanks; training for model set-up and application; and interpreting, synthesizing and applying model outputs to policy formulation. PESS also conducts energy-economics-environment (*3-E*) analyses of nuclear technologies and their competitors, focusing on competitive energy markets, environmental impacts and sustainable energy development. PESS maintains databanks of energy and economic data for all Member States plus nuclear power projections through 2030, and is developing a system of Indicators for

Sustainable Energy Development. As the expert UN agency on nuclear energy, the IAEA, through PESS, conducts research and provides input for international negotiations on climate change and sustainable development.

The IAEA distributes scientific and technical information worldwide to decision makers and professionals in the field, and the *INIS and Nuclear Knowledge Management Section* plays a key role in accomplishing this. Through the International Nuclear Information System (*INIS*), Member States have access to wide ranging information on the peaceful uses of nuclear science and technology, including an extensive collection of non-conventional literature. As the INIS Secretariat, the Section manages INIS and promotes information gathering and cooperation within an international network of Member States. It also develops methodology and guidance in nuclear knowledge management, facili-

tating sustainable education and training in nuclear science and technology and supporting knowledge maintenance, analysis and integration.

The *IAEA Library* provides professional information management and services to Member States in all areas of IAEA activities. It manages and preserves information resources, while providing information services to Member States. Also, it promotes information exchange, cooperation and resource sharing between nuclear information centres and libraries worldwide.



Professionals in the Department of Nuclear Energy (NE) have expertise in

- Energy economics
- Engineering (chemical, civil, celectrical, industrial, mechanical, mining, structural, reactor physics and engineering)
- Environmental sciences
- Information and library sciences
- Natural and earth sciences
- Physics and chemistry
- Waste technology

For more information about NE, see: www.iaea.org/OurWork/ST/NE/index.html

“A GLOBAL EXPERIENCE”



Xiaoping Li (*China*) is a Power Engineer/Economist in the Department of Nuclear Energy. Xiaoping obtained her Bachelor of Engineering in energy and power at Xi'an Jiaotong University. She also has an MSE in nuclear engineering and radiological science from the University of Michigan (*Ann Arbor*) and was an intern at Westinghouse. After having worked for several years in two nuclear power plants in China, including bidding evaluation and negotiation, she decided to apply for a post at the IAEA after having watched an interview on television with the IAEA's Director General. Two years ago she was looking at satellite images of Vienna in the internet and now she lives here.

She works on issues related to infrastructure and planning for nuclear power plant economics, feasibility studies and project management, including technical cooperation activities. The fact that the work encompasses

149 countries around the world makes it even more interesting and challenging.

For Xiaoping, working at the IAEA is a global experience in a comfortable and family friendly working environment.

NUCLEAR SAFETY AND SECURITY

SAFETY AND SECURITY FIRST AROUND THE WORLD



The IAEA is at the centre of international efforts to achieve and maintain a high level of nuclear safety and security worldwide through the enhancement of national measures and international cooperation.

The **Department of Nuclear Safety and Security (NS)** formulates and implements the IAEA's major programme through a strong, sustainable and visible Global Nuclear Safety and Security Regime that provides for protection of people and the environment from effects of ionizing radiation, minimization of the likelihood of accidents or malicious acts that could endanger life and property, and effective mitigation of the effects of any such events.

In the Department of Nuclear Safety and Security (*NS*), technical and policy experts work to meet this important part of the IAEA's mission, working within the **Division of Nuclear Installation Safety** and **Division of Radiation,**

Transport and Waste Safety, the **Office of Nuclear Security, Incident and Emergency Centre,** and the **Safety and Security Coordination Section.**

The **Office of Nuclear Security** is responsible for coordinating and implementing the IAEA's Nuclear Security Plan to prevent, detect and respond to acts of nuclear terrorism and threats thereof. The Office organizes a large number of evaluation and advisory services, training courses and workshops and convenes meetings with Member States' experts for the purpose of improving the methodology used and the nuclear security framework. It liaises with other international organizations and Member States to enhance cooperation and the outreach of nuclear security information.

It is organized into three sections:

The **Incident and Emergency Centre (IEC)** serves as the IAEA's focal point for responding to nuclear or radiological incidents and emergencies and for promoting improvement in Member States' emergency response and preparedness. It provides for an integrated system through which States, their competent authorities, international organizations, technical experts and the Secretariat can effectively share information and experience, and coordinate the provision of assistance for response to or preparedness for incidents or emergencies.

The **Safety and Security Coordination Section (SSCS)** ensures technical consistency and coordination between the IAEA's activities in the nuclear, radiation, transport and waste safety and nuclear security programmes. The SSCS's efforts are aimed at ensuring effectiveness, integration and conti-

nuous improvements in the Global Nuclear Safety and Security Regime. The SSCS provides support and coordination to promote a high level of harmonization and alignment for the various safety and security activities within the regime. In addition, the SSCS provides assistance to promote effective communication and knowledge management in the regime.

The objective of the **Division of Nuclear Installation Safety** is to achieve and maintain a high level of safety of nuclear installations worldwide under design, construction or operation by: establishing standards of safety for the protection of health, including standards for nuclear power plants and other nuclear installations and facilities; and, providing for the application of these standards through, inter alia, support for the IAEA's technical cooperation programme, the rendering of services, the promotion of education and training, the fostering

of information exchange and the coordination of research and development. The Division has five sections:

The *Operational Safety Section's* main aim is to enhance Member State capabilities to manage and maintain a high level of safety in nuclear installations through operational safety review services. It aims to improve operational safety in Member States through the use of IAEA Safety Standards and continuous self-assessment, and to make available to Member States good industry practices and performance in nuclear installations worldwide. The Section seeks to strengthen the capability of Member States to enhance their operational safety performance through the use of operational experience feedback and corrective action programmes.

The *Safety Assessment Section* endeavours to increase the capability of Member States to achieve a high level of safety by promoting the use of

advanced safety assessment tools with enhanced integration of deterministic and probabilistic approaches and the use of safety performance indicators; and strengthening quality assurance in nuclear safety.

The *Regulatory Activities Section* supports the enhancement of effective regulatory infrastructures for nuclear safety in Member States. Its activities include safety review missions, the development and revision of safety standards, the maintenance of an incident reporting system service for nuclear power plants, and organization with respect to the Convention on Nuclear Safety.

The *Research Reactor Safety Section* implements Member States' decisions to develop an international research reactor and fuel cycle facility safety enhancement plan and regime. Activities in this area include monitoring research reactors subject to project

and supply agreements and assisting Member States possessing such reactors in fulfilling all the relevant safety obligations. The Section also covers a wide range of topics related to research reactor and fuel cycle facility safety, including siting, design, construction, commissioning, utilization and decommissioning.

The *International Seismic Safety Centre (IEC)* services were initiated to provide advice on site related safety aspects and safety management of nuclear power plants, related to the protection of nuclear installations as regards both natural and human induced hazards and design aspects of system, structure and components. Subjects included in their reviews are: geology, tectonics, geophysics, seismology, seismic hazard assessment, meteorology, flooding including tsunamis, geotechnical engineering, structural engineering, mechanical engineering, hydrogeology, oceanography, volca-

nology dispersion, population distribution, malevolent and human induced hazards, etc.

The **Division of Radiation, Transport and Waste Safety** develops and maintains standards for radiation protection, radioactive waste safety and safety in the transport of radioactive material that enable the beneficial uses of radiation to be exploited while ensuring appropriate protection of workers, the public and patients. It also assists Member States in the implementation of these standards and provides related services. The Division has three sections:

The *Radiation Safety and Monitoring Section* is responsible for the delineation of a global radiation safety regime to protect workers, patients and the public from all types of exposure to natural or artificial radiation, according to the most recent scientific knowledge and information. It also provides radiation monitoring and protection services

for staff members and experts who may be exposed to ionizing radiation due to activities conducted by the IAEA.

The *Regulatory Infrastructure and Transport Safety Section* provides Member States with safety standards, guidance and tools to foster regulatory infrastructure for the control of radiation sources, for the safe transport of radioactive material and for managing information for the identification of needs in Member States that would be used to improve radiation, transport and waste safety.

The *Waste and Environmental Safety Section* is responsible for the delineation of a global waste safety regime to protect the public and the environment from the effects of ionizing radiation, based on the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, the development of safety standards for the management of all

types of radioactive waste and the provisions for the application of waste safety standards.

Professionals in NS have expertise in:

- Design and operation of nuclear power plants
- Engineering (chemical, civil, electrical, industrial, mechanical, mining or structural)
- Physics
- Physical protection
- Radiation, transport and waste safety
- Waste safety and waste technology

For more information about NS, see: www-ns.iaea.org





“LEARNING FROM
CHERNOBYL EXPERIENCE”

Ms. Elena Buglova,
*a Medical Doctor, was part of the
IEC team responding to Chile’s call
for assistance, after a construction
worker was severely burned by a lost
radioactive source. The Centre is a
24-hour contact point for countries
dealing with nuclear or radiological
incidents and emergencies.*

Elena Buglova (*Belarus*) is the Emergency Preparedness Coordinator within the Incident and Emergency Centre (*IEC*) at the IAEA. She graduated with an MD in Medicine (*with honours*) during a time when her immediate environment was being heavily influenced by the effects of the Chernobyl disaster. Spurred on by a desire to serve the population and do the best to protect it, she continued her studies gaining the credentials of being a Candidate of Medical Science (*Ph.D & M.D*) with the field of Radiation Hygiene and later a Doctor of Science, through her deep scientific research work within a newly established Research and Clinical Institute of Radiation Medicine and Endocrinology in Minsk, Belarus.

Throughout this time she became recognized as a national expert and the natural flow in sharing knowledge from these experiences developed her connections to the international community.

This ultimately led to her applying to work at the IAEA, and Elena now feels that she is privileged to work with a great team of people who are so devoted to working for a common outcome. This confidence with each other and in the work they do internationally allows them to objectively see the difference they are making and if a severe nuclear emergency happens again it will not have Chernobyl like consequences. This team work attitude is a theme that runs through Elena's life at home, as while being a working mother in a 24/7 on-call position she needs the same strength in her partnerships with family members when it is called upon, and she is confident each supports her and recognizes the importance of her work. She feels that this balance of professional and personal fulfilment is something she is fortunate to have saying that *"if you like your work it stops being "work" and becomes part of your life, and this fulfilment makes balancing it with your family life easier"*.

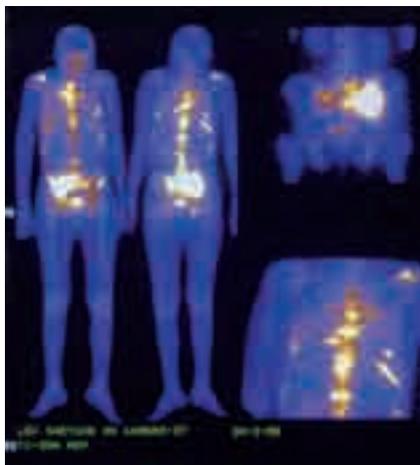
The challenges within her IAEA position require her to stay on top of the latest technical, managerial and decision making advancements globally, saying these are areas where you cannot slow down, and the constant development and maintenance of knowledge and expertise is one of the exciting things about working with the IEC and working at the forefront of the Nuclear Safety and Security industry with the IAEA.

NUCLEAR SCIENCES AND APPLICATIONS

WORKING TO MEET THE MILLENNIUM DEVELOPMENT GOALS



The IAEA contributes to sustainable development in Member States through the use of nuclear and isotopic techniques in food and agriculture, human health, industry, water resources management, environment monitoring, research and protection, giving due regard to safety. Besides promoting research and applications in these areas, staff support the IAEA's technical cooperation activities in areas of their expertise.



Programme of Action for Cancer Therapy (PACT)

The *PACT* was created by the IAEA in 2004 in response to the developing world's growing cancer crisis. Drawing on the IAEA's 30 years of experience in radiation medicine and technology, *PACT* aims to help developing countries build a comprehensive, sustainable cancer control programme integrating prevention, screening, treatment and palliative care. In 2009, the IAEA established a Joint Programme with the World Health Organization (*WHO*). The programme allows for close collaboration with *WHO* and other key international health organizations through a coordinated global response in developing strategies and specific plans for working with low and middle income (*LMI*) Member States in the design and implementation of comprehensive cancer control programmes.

The IAEA programme on human health, through the **Division of Human Health**, works to enhance the capabilities of Member States to address needs related to the prevention, diagnosis and treatment of health problems through the application of nuclear techniques. Its main activities include: coordinating and supporting research; providing technical, advisory and laboratory services; and collecting, analysing and disseminating information (*meetings*). Scientists help Member States to apply nuclear and isotopic techniques in the diagnosis, treatment and prevention of diseases, and in assessing people's nutritional status in different environments. The Division is divided into four Sections, which are focused on Nuclear Medicine, Applied Radiation Biology and Radiotherapy, Dosimetry and Medical Physics, and Nutritional and Health-related Environmental Studies, respectively.

The Joint FAO/IAEA Division of Nuclear Techniques in Food and

Agriculture assists Member States to use nuclear techniques and related biotechnologies for developing improved strategies for sustainable food security. It coordinates and supports research; provides technical and advisory services for projects and training activities and laboratory support and training through the FAO/IAEA Agriculture and Biotechnology Laboratory; it collects, analyses and disseminates information for effective transfer of skills and technology. In the field of animal production and health, scientists are helping to develop more sensitive techniques for the diagnosis of animal diseases and to improve animal diets and breeding strategies. Scientists are also using insects sterilized by radiation to control or eradicate insect pests affecting humans, crops and animals.

The **Division of Physical and Chemical Sciences** assists and advises Member States in assessing their needs for research and development in the

nuclear sciences, and supports activities in specific fields, such as industrial applications of radiation and isotopes; isotope hydrology and geochemistry; nuclear analytical chemistry; plasma physics applications; nuclear physics; radiation chemistry; improvement and maintenance of nuclear instrumentation; utilization of research reactors and particle accelerators; promotion of research on nuclear fusion; collection and provision of nuclear and atomic data for nuclear research and technology and production of high quality medical radioisotopes and radiopharmaceuticals. These activities aim to help Member States to develop the scientific basis for current and future technologies

The **IAEA Environment Laboratories**, located in Monaco, assists Member States to protect the marine environment by improving their capabilities to monitor and assess radioactivity and its potential effects on environment and health, and to use nuclear and isotopic

techniques to enhance understanding of the oceans and/or marine pollution transfers and behaviour. Scientists provide technical advice and assistance across a wide range of pollution related and oceanographic issues, such as the effects of radioactive waste disposal at sea.

Nuclear and radiation techniques are also applied to assess water resources and the proper use of geothermal water resources. Complementary studies on global change, especially past and current climate change, are also pursued.

The IAEA's Environment Laboratories provide a wide range of scientific services contributing to the implementation of programmes in food and agriculture, human health, physical and chemical sciences, water resources, industry, environment, and radiation protection. The main areas of work include: provision of analytical services (*i.e. environmental analyses; measurement of radionuclides in air, soil, biota, fresh*

water, food; measurement of hydrogen and oxygen isotopes for hydrological studies, etc.); provision of quality control and quality assurance materials for radiochemical analysis, nuclear and other complementary non-nuclear analytical techniques; provision of specialized scientific and technical services related to IAEA programmes; filling gaps in research and development which are needed for the implementation of a programme when they cannot be carried out by Member States and training of scientists from developing countries in the use of techniques and technologies and in scientific fields.

Staff provide quality control services, produce reference materials and carry out chemical and radiochemical analyses. They also conduct research and provide on-the-job training for scientists from developing countries in topics such as environmental pollution monitoring, development and maintenance of nuclear instrumentation,

radiation dosimetry, the use of nuclear techniques for producing food crops with better agronomic properties and studying soil-plant systems, developing immunoassay techniques for the diagnosis of animal diseases and the use of radiation sterilized insects to control or eradicate insect pests.

Professionals in the Department of Nuclear Sciences and Applications (NA) have expertise in:

- Physics
- Chemistry
- Food sciences, nutrition, biochemistry, physiology
- Geosciences
- Hydrology
- Radiation oncology
- Nuclear techniques

For more information about NA, see:
www.naweb.iaea.org/na/index.html

“SOLID SCIENCE FOUNDATION
LEADS TO SOUND POLICY.”



Rethy Chhem (*Canada*) is the Director of the Division of Human Health. Growing up in Cambodia during the war time, Rethy’s desire to help others and have a career in medicine began at an early age, doing volunteer work during and after the war, by providing refugees and the poor with medical treatment and education. In the years that followed, Rethy obtained his MD, PhD in Education and PhD in History, as a Historian of Medicine. For 25 years, he worked as a Professor of Radiology and Nuclear Medicine in Singapore and Canada where he chaired the Department of Medical Imaging before joining the IAEA. As a global

scholar, he has conducted research across Asia, North America and Europe. Despite his background, it never occurred to Rethy that the IAEA could be his outlet for promoting both peace and science, until a chance meeting with a former staff member, who encouraged Rethy to apply for his current position. Rethy has found that the IAEA is truly a unique platform to use science to serve humanity, and he believes that nuclear science can be used not only to promote peace, but also plays an important role in improving global health. While his work is rewarding, it can sometimes be challenging for Rethy to ensure that all the needs of the developing Member States are addressed, as resources can often be limited. Nevertheless, he sees himself as a “*pragmatic idealist*” – a doctor, a scientist and an educator who wishes to make a difference in the field of global health and higher education. This mentality is a motivating factor for Rethy, as well as for his team of

staff, as they strive to see beyond the scientific aspects of their work in order to understand the value and social impact of their contribution. In his leisure time, Rethy enjoys conducting research and publishing works in history, philosophy of sciences and medicine, and sciences applied to archaeology and bio-archaeology. Together with his supportive wife, Rethy is able to enjoy the history and culture that Vienna has to offer, particularly through music and museums. As a father, he also enjoys taking cultural trips together with his wife and three children, who now live in Europe, Asia and Australia. While there is a delicate balance between the innovative mind of the scientist and the bureaucracy of working for an international organization, Rethy ultimately enjoys and looks forward to every day that he comes to work, because he is not ‘working’. “*This is not a mere job that leads to a rewarding career, but a commitment to a great cause that is dear to me!*”

SAFEGUARDS

SAFEGUARDING THE WORLD
AGAINST THE SPREAD
OF NUCLEAR WEAPONS



Through its role as the world's nuclear inspectorate, the IAEA performs an indispensable role in global efforts to further nuclear non-proliferation. The strengthened safeguards system, based on 'comprehensive' safeguards agreements and their 'additional protocols', has established a new and higher standard for effective, cooperative verification of States' nuclear undertakings.

The **Department of Safeguards (SG)** has six Divisions. There are three Operations Divisions, A, B and C, for the implementation of verification activities where Safeguards inspectors carry out verification activities in support of the IAEA's safeguards system. These are supported by three operational divisions, one that is responsible for Concepts and Planning inclusive of the Section for Programme and Resources, one that covers Information Management, and another that provides Technical Support; as well as a Section for Effectiveness Evaluation and the Office of Safeguards Analytical Services.

Verification activities of Operations Divisions, A, B and C include:

- Preparing and performing safeguards inspections at nuclear facilities
- Collecting information in support of future inspections
- Verifying design information at declared facilities to confirm the completeness and correctness of the information provided by the State
- Carrying out measurements, calibrating instruments, taking nuclear material and environmental samples, and performing routine maintenance of containment and surveillance equipment in the field
- Reviewing and evaluating seals, sensors and surveillance data
- Analysing, evaluating and reporting on the results of inspections
- Analysing, reviewing and evaluating data collected from facility records, design information and other State reports, inspection results, databases

and open sources

- Establishing and maintaining technical information with regard to safeguarded facilities
- Acting as facility/site officer
- Formulating conclusions and appropriate reports for use by senior management in reporting to States and to the Board of Governors.

Safeguards inspection activities are divided into field activities (*inspections*) and Headquarters activities. Pre- and post-inspection activities are usually done at Headquarters, in addition to other activities such as preparation of verification procedures, involvement in team efforts (*for example, negotiating and drafting Facility Attachments*), quality control of inspection reports and statements, participation in State evaluations, and provision of operational support.

The **Division of Technical Support** ensures effective and efficient management of safeguards equipment required by the Divisions of Operations through all lifetime phases; coordinates the activities of Member States Support Programmes; coordinates and provides assistance related to the Department's equipment needs, budgets, expenditures, as well as analytical services associated with nuclear material and environmental inspection sample analysis.

The **Division of Safeguards Information Management** is comprised of four sections and provides the Department of Safeguards with services relating to data processing, secure information distribution, information analysis and knowledge generation necessary to draw independent, impartial and credible safeguards conclusions.

The **Division of Concepts and Planning** is responsible for strategic planning and for developing and standardizing

safeguards concepts, approaches, procedures and practices in order to ensure effective and efficient application of safeguards on a non-discriminatory basis. It supports the Department in the development, conduct and evaluations of safeguards related training for the departmental staff and for personnel from Member States. It implements and maintains the departmental quality management system, including process design and improvement, as well as knowledge management performance measures. Within this Division lies the Section for Programme and Resources, responsible for managing the Department's human (*more than 700 staff*) and financial resources (*around €140 million per year*).

The *Section for Effectiveness Evaluation* reports directly to the Deputy Director General, is responsible for the evaluation of safeguards implementation and preparation of the annual Safeguards Implementation Report to the Board of Governors.

The *Office of Safeguards Analytical Services* is responsible for the analysis of nuclear material and environmental swipe samples, the provision of associated sampling and quality control materials, as well as the coordination of sample shipment logistics, and the Network of Analytical Laboratories (*NWAL*).

Professionals in SG have expertise in:

- Engineering (chemical, civil, electrical, industrial, mechanical, mining, structural)
- Information analysis
- Nuclear technologies
- Satellite imagery analysis
- Programme Management

For more information about SG, see: **www.iaea.org/OurWork/SV/Safeguards/index.html**

“A DIFFERENT PERSPECTIVE”



Davide Parise (*Italy*) is a Nuclear Safeguards Inspector in the Department of Safeguards. With a background in nuclear physics, he came initially to the IAEA while writing his PhD on Energetics.

Working for a non-profit organization that benefits people around the globe is his strongest motivation. He also enjoys the good working environment, surrounded by colleagues of different cultures.

In addition, the IAEA offers a non-standard experience — constantly learning things that are not written in books. It opens a new dimension in the nuclear field, allowing for the possibility of a complete overview of the nuclear topic and getting to know the different approaches taken by every country on the same issue. Although being a nuclear safeguards inspector can be stressful at times, he values the possibility of see-

ing countries from an unusual, non-touristy perspective.

Working in an international organization can be very different from working in a domestic field. Each country has its own way of working, giving Davide the opportunity to develop and gain valuable experience.

Davide thinks that Vienna is a wonderful city to live in, with a very high quality of life.

“EACH ONE OF US HAS A
UNIQUE CONTRIBUTION TO
THIS INTERNATIONAL
EFFORT TO FURTHER PEACE.”



Sahar Shawky (*Egypt*) had her first experience of working at the IAEA in 1989 through the Technical Cooperation Fellowship for Women Programme, where she worked in the Chemistry Unit of the Seibersdorf Laboratories. After completing her Ph.D in Analytical Chemistry in Düsseldorf, Germany, she returned to her home country, where she secured various employments with the Egyptian Atomic Energy Authority as a Safeguards Inspector and with the National Centre for Nuclear Safety and Radiation Control as Head of the Central Radio-Analytical Lab. Sahar found out about a job opportunity at the IAEA through the IAEA website, and now works as a Nuclear Safeguards Inspector. Sahar is extremely committed to her work, and finds her work to be both interesting, as well as challenging. She is proud contributing to the international effort to further peace. Nearly four months out of the year, Sahar is travelling around Japan, and other parts of Asia conducting inspections.

This physically demanding role can be considered even more challenging due to language and cultural differences – something that Sahar believes is actually one of the best aspects about working at the IAEA. She believes that the diversity found amongst her colleagues creates an interesting working environment, and can ultimately impact and change the way that people interact with one another. Sahar’s work goes above and beyond that of her dedication to her job and to the IAEA, and she strives to ensure there is balance between all aspects of her life.

“Without the support of my family, the mutual understanding, respect, and realization of the seriousness of my job, I would not be able to harmonize between my personal life and career.”

TECHNICAL COOPERATION

EXTENDING THE SUSTAINABLE BENEFITS OF NUCLEAR TECHNOLOGIES



The **Department of Technical Cooperation (TC)** helps Member States to improve their scientific and technological capabilities in the peaceful applications of nuclear technology, thus contributing to sustainable development. Over 100 countries in Latin America, Africa, Asia and Europe benefit from this support, which covers areas such as food and agriculture, human health, industry, environment, nuclear power and radiation protection.

TC manages hundreds of collaborative projects involving the provision of expert services, equipment and training.

TC officers work in full partnership with officers of the IAEA's technical Departments (Nuclear Energy, Nuclear Safety and Security, Nuclear Sciences and Applications) evaluating the objectives and planning the various phases of the projects, in consultation with national authorities. This requires a continuous dialogue with all project

stakeholders, including sectoral ministries and other national authorities. Programme management in TC is a stimulating and challenging responsibility requiring professionals with a university degree, preferably in science or technology, and experience in the management of technical cooperation for development.

The TC operating environment is interactive, participative and dynamic with continuous inputs received from the Board of Governors, the General Conference, policy and decision makers as well as technical counterparts in Member States, other parts of the Secretariat and the international development community. TC has four regional Divisions and a Division of Programme Support and Coordination.

Divisions for Africa, Asia and the Pacific, Europe and Latin America

The Divisions are responsible for planning, programming, implementing and monitoring the technical cooperation programme in accordance with the IAEA technical cooperation strategy. This includes the development of Country Programme Frameworks and the formulation and implementation of projects. Projects are designed to respond to relevant developmental priorities and to foster the self-reliance of Member States in the sustainable application of nuclear techniques, resource mobilization and partnership building, enhanced regional collaboration and cooperation.

Division of Programme Support and Coordination

The Division is responsible for enhancing quality and transparency in the design, delivery and monitoring of

the technical cooperation programme through timely, accurate and effective support services. These involve strategies, concepts and tools, communication and partnership services, planning and coordination of policy matters and procedures. They also involve overall guidance and coordination of the management of financial resources, IT services, provision of information to senior management and Member States, including reports to the Board of Governors and the General Conference.

Professionals in TC come from a variety of backgrounds, and predominantly have expertise in:

- A combination of management, social sciences, science and technology, and international relations;
- Technical cooperation and development programming at national or international level;
- Building strategic partnerships and alliances for collaboration and joint initiatives;
- Designing programmes/projects and identifying sustainable approaches that support the achievement of development goals and capacity-building measures.

For more information about TC, see:
www-tc.iaea.org/tcweb/default.asp

“TO BE ABLE TO SEE QUITE
CONCRETELY THE RESULTS OF
YOUR WORK”



For **Jane Gerardo-Abaya** (*Philippines*), a geologist from the University of Philippines, one of the most satisfying aspects of working at the IAEA is to see directly the impact in Member States of the projects in which she participates. She was first introduced to nuclear techniques in hydrology 22 years ago when she learned to apply isotope methodologies as a technical cooperation counterpart in the Philippines’ Environmental Management Bureau.

She began her career at the IAEA as a Technical Officer working on projects applying isotope hydrology for geothermal development. She is currently a Programme Management Officer in the Department of Technical Cooperation, working on projects in Latin America and the Caribbean. Since 2007 she has teamed up with a scientific/technical group on a project involving 12 Member States to identify sources of pollution in the Caribbean Sea.

The research results are intended to assist policy makers in those Member States in understanding the flow and dynamics of pollution and to work out a viable solution for the benefit of the environment. In the transition between being a Technical Officer and a Programme Management Officer, she earned a PhD in Applied Geology and Geothermal Hydrology from the Bodenkultur University in Vienna. Jane enjoys the high quality of life in Vienna and being part of the city’s international community is an added attraction.

REQUIREMENTS AND CONDITIONS FOR APPOINTMENT

“The paramount consideration in the recruitment and employment of staff and in the determination of the conditions of service shall be to secure employees of the highest standards of efficiency, technical competence, and integrity. Subject to this consideration, due regard shall be paid to the contributions of Member States to the Agency and to the importance of recruiting the staff on as wide a geographical basis as possible.”

Article VII D. Statute, IAEA

Educational and technical qualifications

The IAEA follows a structure similar to the organizations of the UN Common System: there are five grades in the Professional category (*P-1 at the junior level to P 5 at the senior level*) and three in the policy making category (*two Director grades and the grade of Deputy Director General*).

Candidates for Professional posts at the P1 to P3 levels usually require:

- University degree (or equivalent graduate degree)
- 1-5 years of experience in a relevant field

Candidates for Professional posts at the P4 to D levels usually require:

- Advanced university degree (masters, PhD or equivalent)

- 7-15 years of experience in a relevant field
- Resource management experience

There are two possibilities for posts in these levels: taking on managerial responsibilities or carrying out functions in a highly specialized field of expertise.

Those with managerial responsibilities function as head of a unit or section, or a director of a division. They directly participate in the preparation and execution of the IAEA’s strategy and programmes, manage a budget and assume a leadership role.

Competencies

A combination of skills, attributes and behaviours are included in vacancy notices, such as:

- Ability to work in a multicultural environment and collaboratively in teams

- Good communication skills
- Ability to analyse problems thoroughly and systematically and take different approaches to problem-solving and decision making
- Improving knowledge and skills according to changing requirements and sharing knowledge and information with others
- Sound judgement, integrity and results-oriented approach.

Management skills

Management skills are required of candidates applying for supervisory positions. In particular, the essential abilities are to plan and prioritize work, to set performance expectations, to monitor programmes, to run projects and assignments, to motivate individuals and teams, to delegate, to promote teamwork, to appraise people's skills and expertise, to provide guidance and

feedback, to promote a free flow of information and to resolve conflicts.

Professionals with the IAEA may be called upon to work well beyond the established office hours, to meet very short deadlines and to travel extensively — and sometimes to countries with difficult living conditions. They may have to cope with poor technology and other constraints in the field. Nevertheless, they must remain committed and do their job efficiently.

Language and computer skills

The 'official' languages of the IAEA are Arabic, Chinese, English, French, Russian and Spanish. The IAEA's working language is English, so a good command of spoken and written English is essential. Good computer skills are also necessary, in particular word processing, spreadsheets and databases.

The IAEA is interested in expertise in:

Accounting
Administration
Agriculture
Computer sciences
Energy economics
Environmental specialities
Financial management
Human resource management
International cooperation
International law
Languages
Library science
Life sciences
Nuclear engineering
Nuclear medicine
Physical/chemical sciences
Political science
Project management
Public affairs
Radiation protection
Technical cooperation

Geographical distribution of staff

Subject to the above mentioned considerations, in recruiting Professional staff (*other than those requiring special linguistic skills*) the IAEA tries to achieve as wide a geographical distribution of staff as possible. In cases of comparable qualifications and suitability, preference is generally given to applicants from developing Member States and from other Member States which are not represented or are under-represented within the IAEA.

Representation of women

The IAEA strongly supports the principle of ‘equal rights of men and women’ enshrined in the first sentence of the UN Charter. A gender equality policy has been put in place to increase the representation of women within the Secretariat, particularly at senior and decision making levels especially in scientific and technical posts, and to

mainstream gender issues into the Secretariat’s programmes and operations.

Other requirements

Every offer of appointment is subject to a satisfactory medical clearance from the IAEA’s Medical Officer. Before appointment, therefore, all selected candidates must undergo a medical examination.

Rotation policy and duration of tour of service

The IAEA does not offer permanent appointments in the Professional category. In order to keep the collective knowledge of the staff up to date and at a high level, especially in scientific and engineering fields, and to ensure the regular introduction of new ideas, the IAEA generally limits the individual’s overall tour of service to five years. Appointments to regular

fixed-term positions are initially made for a period of three years. Based on programme requirements and work performance, the IAEA may offer an extension of two more years, i.e. for a total of five years, which constitute the normal tour of service at the IAEA. A further extension beyond the five years tour of service may be exceptionally granted for programmatic or other compelling reasons in the interest of the IAEA, for up to two years, for a maximum seven year tour of service.

OPPORTUNITIES FOR
YOUNG PROFESSIONALS



**Junior Professional Officer
(JPO) programme**

The JPO programme is designed for young professionals, particularly women, from developing countries, who should be below the age of 32 years, hold an advanced university degree and preferably have at least two years of professional work experience. The JPO works as part of a team and under the guidance of a senior Professional officer. The assignment may be in a scientific/technical or an administrative area, and lasts one year.

Some Member States also offer to their young nationals the possibility of joining the IAEA as a JPO.

For more information about JPO programme, see: www.iaea.org/About/Jobs/jpo.html

Internships

The programme provides young professionals an opportunity to gain practical experience in their fields of study or work, and expose them to the work of the IAEA and the UN. Internships last between three months and one year. Applicants must be at least 18 years old and have completed a minimum of two years of full time studies at a university or equivalent institution towards the completion of their first degree. They may also apply up to two years after the completion of their bachelor's, master's or doctorate degree.



For more information about internships, see: www.iaea.org/About/Jobs/internships.html

CONDITIONS OF EMPLOYMENT

This section gives general information relating to the employment of Professional staff² internationally recruited for a period of at least one year and holding a regular fixed-term appointment. It does not describe all conditions of service. More detailed information is provided to candidates in the event of an offer of appointment.

Salary and post adjustment

Staff members are paid a net remuneration, exempt in principle from income tax and usually paid in the currency of the duty station, composed of

- A salary determined within the framework of the UN Common System

- A post adjustment, which varies according to the cost of living at each duty station in comparison to New York. It is designed to ensure that no matter where the UN Common System staff work, their take-home pay has a purchasing power equivalent to that at the base of the system.

Relocation expenses

The IAEA usually meets the costs of travel from the place of recruitment to the duty station in the case of staff members who have been internationally recruited and of their eligible dependants. It also usually meets the costs of shipping or storing and insuring household effects.

Assistance with visa formalities may be provided, and the IAEA can arrange initial hotel accommodation. Staff appointed for at least one year receive upon arrival an assignment grant for

covering initial, settling-in expenses.

A repatriation grant is payable to internationally recruited staff upon separation and relocation after at least one year of service. The amount is linked to the staff member's dependency status and the length of service with the IAEA.

Health insurance

Staff members may choose between two health insurance schemes, the premium costs of which are shared by the staff member and the IAEA. The IAEA also has a non-contributory compensation scheme for injury, illness or death attributable to the performance of official functions.

² The term 'Professional staff member' refers to persons whose work requires the understanding of an organized body of theoretical knowledge that is of a level equivalent to that represented by a university degree, whereas General Service staff members work in areas of administrative, technical and scientific support.

Health care facilities

There is a well equipped Medical Service at the VIC which provides occupational health checks and where staff members obtain advice on medical services in Vienna. Travel health information, inoculations and medicines for duty travel and home leave travel are also provided.

Life insurance

Staff members have the possibility of enrolling, at their own expense, in a group life insurance scheme with several levels of coverage.

Pension plan

Participation in the UN Joint Staff Pension Fund (*UNJSPF*) is compulsory for staff members who have an appointment of six months or more, except when he/she is allowed to continue instead in a national pension

insurance scheme or the pension insurance scheme of his/her former employer. Besides retirement pensions, the UNJSPF provides disability pensions and — in the event of the death of the participant — survivors' benefits. More information on:

www.unjspf.org

The mandatory retirement age is 62. Staff members separating from the IAEA before reaching that age are entitled to either a lump sum withdrawal settlement instead of a pension or (*if they have at least five years of contributory service*) a deferred retirement benefit or (*if, in addition, they are over 55 years of age*) an early retirement pension at a reduced rate. Pensions are subject to annual cost of living adjustments.

Housing

A housing service assists in finding rented furnished and unfurnished long

term accommodation in and around Vienna. It also advises staff members on other issues concerning housing, especially lease agreements.

Rental subsidy

Internationally recruited staff members may be eligible for a rental subsidy (*up to 40% of the actual rent*) for a maximum period of seven years.

Dependency allowance

Dependency benefits are payable to staff members for dependant spouses who earn a yearly salary under a certain threshold and for children under the age of 21 for whom the staff member provides continuing financial support. Staff members only receive the allowance for dependent children between the ages of 18 and 21 if they are in full-time attendance at a school, university or similar educational institution. Staff members who do

not have a dependent spouse may be eligible to receive a secondary dependant allowance for a parent or sibling under certain circumstances.

Education grant

An education grant may be payable in respect of a staff member's child who is in full-time attendance at a recognized school or university. The grant is not payable for attendance at a school free of charge or one charging only nominal fees at the duty station.

Leave

Staff members are entitled to 30 days (*six weeks*) of annual leave. In addition, there are ten official holidays.

Policies on paid sick leave and maternity/paternity leave have been put in place.

After two years of service, the IAEA

meets the home leave travel costs of internationally recruited staff members who are not of Austrian nationality for travelling (*with spouse and dependant children*) to their home country.

Work/life balance policies

The IAEA has put in place policies to support staff in balancing work with their personal and family responsibilities:

- Flexible working hours
- Part-time work
- Work-from-home

Training and staff development

The IAEA provides a variety of in-house training programmes and professional development opportunities to help staff members update and develop their work-related knowledge and skills. These programmes include communication, management, career planning and computer courses. In addition, new

staff members and their spouses are invited to participate in the Orientation Programme that will introduce them to the IAEA and to life in Vienna.

The IAEA also offers training at a reasonable cost in all the official languages as well as German to staff members and their spouses who wish to develop their linguistic skills for professional or personal reasons.

The staff development centre (SDC)

The SDC is a resource centre where staff and their spouses can broaden their professional as well as their career options through self-training, seminars and workshops. It also provides guidance on the adjustment to the working environment and life in Vienna. The SDC has a collection of more than 800 titles in print, audio, video, DVD and multimedia software. The material covers a wide range of topics dealing with personal and professional deve-

lopment, management and leadership, language skills and issues of general interest.

The IAEA Headquarters and other facilities

The IAEA's Headquarters are located together with other UN organizations at the Vienna International Centre (*VIC*), an office complex comprising several towers near the Danube river. Facilities at the VIC include a post office, a bank, two travel agencies, a pharmacy, a news-stand, a dry cleaning service, a restaurant, a self-service cafeteria and a gymnasium.

There are on-site child care centres at Headquarters and the Seibersdorf Laboratory (*run in German*) with opening hours corresponding to regular working hours for staff members' children between three months and school age, i.e. six years of age.

For older children of pre-school age there are municipal 'kindergartens' in the vicinity of the VIC. Besides municipal day schools, which are run in German, there are a number of private fee paying schools run in English, French and other languages. The Vienna International School is located near the VIC; the American International

School, the Danube International School or the Lycée Français in other parts of the city are a few examples. As these schools often have placement restrictions, new staff members are encouraged to register their children at the school of their preference as soon as possible.



HOW TO APPLY FOR A POSITION IN THE IAEA

All positions are advertised through vacancy notices, which are normally issued months before a position becomes available at the IAEA. A list of open vacancy notices is available on the IAEA's Web site at www.recruitment.iaea.org. Copies of vacancy notices are also sent to all Member States, typically to the Atomic Energy Commissions, Ministries of Foreign Affairs, other international organizations, universities and other educational institutions.

In general, a period of six weeks is allowed for the submission of job applications in response to a vacancy notice.

General Services (*support*) positions are filled on a locally recruited basis and are advertised for a period of four

weeks. While every attempt is made to fill such positions from a multinational community, these positions are neither subject to geographical distribution nor to the IAEA's rotation policy.

Candidates for General Service positions in Vienna should be in possession of a valid visa for Austria and are responsible for their own relocation upon appointment.

Recruitment step by step

In order to be considered for a position, interested candidates must complete and submit an on-line job application, accessible on the IAEA web site: www.recruitment.iaea.org

The personal history form (*PHF*) is an on-line resume, which includes general information about a candidate's education, employment,

languages and references. It is used to evaluate the candidate's suitability for a vacancy, as well as for administrative purposes in case he/she is selected to work with the IAEA.

All applications need to be submitted before the closing date stated on the vacancy notice. Applications received after this date are not considered. Applicants who do not comply with the application guidelines or do not meet the essential requirements specified in the vacancy notice are not considered.

Upon receipt, applications for a specific vacancy are forwarded to the Division concerned for evaluation and the selection of candidates. In some cases, applicants may be invited for an interview in Vienna or they may be interviewed through a videoconference or by telephone.

The **Division of Human Resources** reviews the selection process to ensure that appropriate attention has been paid to female applicants and to applicants from developing countries and other countries that are under-represented at the IAEA.

Appointments are made by the Director General or the Deputy Director General for Management.

All applicants are informed of the outcome of their application in due course. An offer of appointment is sent to the selected candidate approximately two months before he/she is expected to take up the position.

If the candidate accepts the offer, he/she receives a Letter of Appointment and, upon acceptance of its terms, becomes an IAEA staff member.



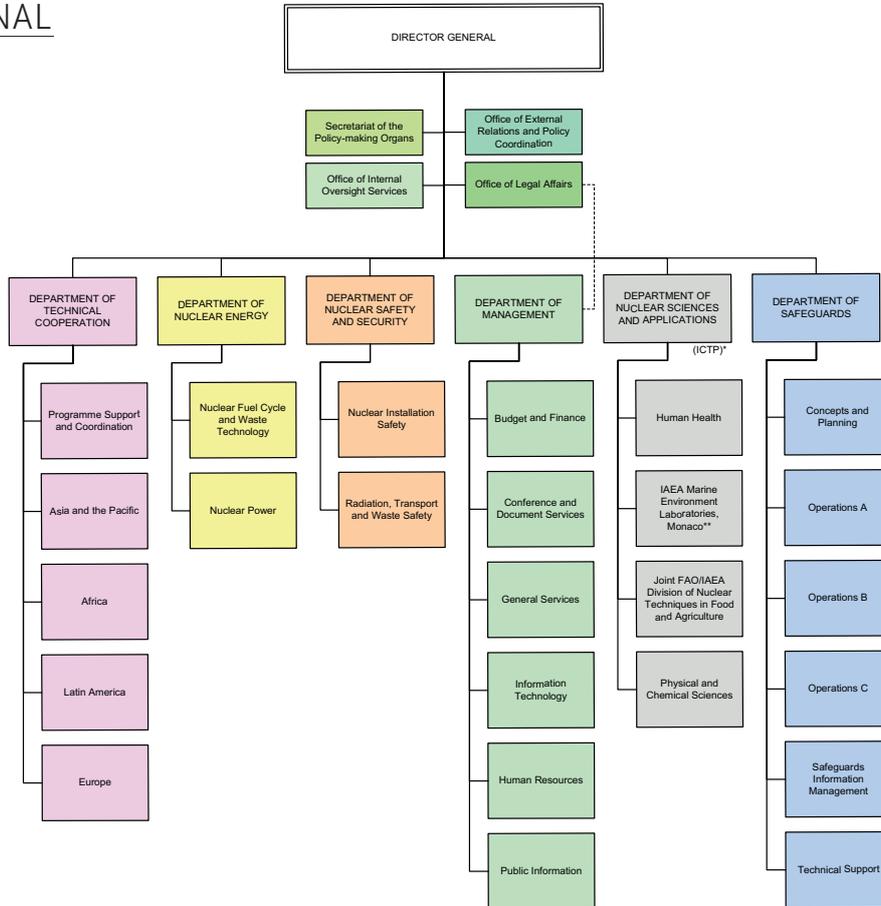
MEMBERS STATES OF THE IAEA

(as of July 2010)

AFGHANISTAN	CÔTE D'IVOIRE	ISRAEL	NAMIBIA	SUDAN
ALBANIA	CROATIA	ITALY	NEPAL	SWEDEN
ALGERIA	CUBA	JAMAICA	NETHERLANDS	SWITZERLAND
ANGOLA	CYPRUS	JAPAN	NEW ZEALAND	SYRIAN ARAB REPUBLIC
ARGENTINA	CZECH REPUBLIC	JORDAN	NICARAGUA	TAJKISTAN
ARMENIA	DEMOCRATIC REPUBLIC OF THE CONGO	KAZAKHSTAN	NIGER	THAILAND
AUSTRALIA	DENMARK	KENYA	NIGERIA	THE FORMER YUGOSLAVIA REPUBLIC OF MACEDONIA
AUSTRIA	DOMINICAN REPUBLIC	REPUBLIC OF KOREA	NORWAY	TUNISIA
AZERBAIJAN	ECUADOR	KUWAIT	OMAN,	TURKEY
BAHRAIN	EGYPT	KYRGYZSTAN	SULTANATE OF	UGANDA
BANGLADESH	EL SALVADOR	LATVIA	PAKISTAN	UKRAINE
BELARUS	ERITREA	LEBANON	PALAU	UNITED ARAB EMIRATES
BELGIUM	ESTONIA	LESOTHO	PANAMA	UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
BELIZE	ETHIOPIA	LIBERIA	PARAGUAY	IRELAND
BENIN	FINLAND	LIBYAN ARAB JAMAHIRIYA	PERU	UNITED REPUBLIC OF TANZANIA
BOLIVIA	FRANCE	LIECHTENSTEIN	PHILIPPINES	UNITED STATES OF AMERICA
BOSNIA AND HERZEGOVINA	GABON	LITHUANIA	POLAND	URUGUAY
BOTSWANA	GEORGIA	LUXEMBOURG	PORTUGAL	UZBEKISTAN
BRAZIL	GERMANY	MADAGASCAR	QATAR	VENEZUELA
BULGARIA	GHANA	MALAWI	REPUBLIC OF MOLDOVA	VIETNAM
BURKINA FASO	GREECE	MALAYSIA	ROMANIA	YEMEN
BURUNDI	GUATEMALA	MALI	RUSSIAN FEDERATION	ZAMBIA
CAMEROON	HAITI	MALTA	SAUDI ARABIA	ZIMBABWE
CAMBODIA	HOLY SEE	MARSHALL ISLANDS	SENEGAL	
CANADA	HONDURAS	MAURITANIA	SERBIA	
CENTRAL AFRICAN REPUBLIC	HUNGARY	MAURITIUS	SEYCHELLES	
CHAD	ICELAND	MEXICO	SIERRA LEONE	
CHILE	INDIA	MONACO	SINGAPORE	
CHINA	INDONESIA	MONGOLIA	SLOVAKIA	
COLOMBIA	ISLAMIC REPUBLIC OF IRAN	MONTENEGRO	SLOVENIA	
CONGO	IRAQ	MOROCCO	SOUTH AFRICA	
COSTA RICA	IRELAND	MOZAMBIQUE	SPAIN	
		MYANMAR	SRI LANKA	

ORGANIZATIONAL CHART

(as of July 2010)



* The Abdus Salam International Centre for Theoretical Physics (*Abdus Salam ICTP*), legally referred to as “International Centre for Theoretical Physics”, is operated as a joint programme by UNESCO and the IAEA. Administration is carried out by UNESCO on behalf of both organizations. The IAEA’s involvement in the Centre is managed by the Department of Nuclear Sciences and Applications.

** With the participation of UNEP and IOC.

design by orangemoon.at



WWW.IAEA.ORG

INTERNATIONAL ATOMIC ENERGY AGENCY
P.O. BOX 100, WAGRAMER STRASSE 5
1400 VIENNA, AUSTRIA
TELEPHONE: (+43-1) 2600-0
FAX: (+43-1) 2600-7
E-MAIL: OFFICIAL.MAIL@IAEA.ORG

