Preparing a Job Application for the IAEA

Webinar Outreach Programme
December 2016
Panellists

Tristan Bauswein
- Chief Financial Officer
- Budget and Finance Division
- At IAEA since July 2015
- Chartered Certified Accountant (FCCA/ACCA) / Certified Fraud Examiner
- BA in European Business Administration from Middlesex University
- From France

Christina George
- Nuclear Security Officer
- Nuclear Security of Materials and Facilities Section
- At IAEA since July 2011
- Master of Applied Science in Electrical Engineering – University of Ottawa
- Bachelors of Engineering – Electrical Engineering – Carleton University
- From Canada

Gustavo Araujo
- Recruitment Officer
- Recruitment Unit
- At IAEA since April 2014
- BA in Psychology, ASU, USA
- Masters in Public Health and MA in Clinical Psychology
- Columbia University, USA
- From Brazil

Gi-Yeon Lee
- Associate Recruitment Officer
- Recruitment Unit
- At IAEA since August 2013
- Former Intern
- BA in International Relations
- Korea University, Republic of Korea
- From the Republic of Korea
The IAEA offers **challenging assignments** in a stimulating multicultural workplace.

As international civil servants, staff members engage with current, meaningful issues of **global peace, security and development**.

Set up in 1957 as the world's centre for cooperation in the nuclear field, the Agency works with its Member States and multiple partners worldwide to **promote the safe, secure and peaceful use of nuclear technologies**.
IAEA & Sustainable Development Goals

“The IAEA looks forward to playing an active part in helping with the implementation of the Sustainable Development Goals.” “The new goals will be incorporated into national development plans and these will then be reflected in the IAEA’s Country Programme Frameworks.”

Yukiya Amano, IAEA Director General

**Zero Hunger**
End hunger, achieve food security and improved nutrition and promote sustainable agriculture

**Good Health and Well-Being**
Ensure healthy lives and promote well-being for all at all ages

**Clean Water and Sanitation**
Ensure availability and sustainable management of water and sanitation for all

**Affordable and Clean Energy**
Ensure access to affordable, reliable, sustainable and modern energy for all

**Industry, Innovation and Infrastructure**
Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

**Climate Action**
Take urgent action to combat climate change and its impacts

**Life below Water**
Conserve and sustainably use the oceans, seas and marine resources for sustainable development

**Life on Land**
Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

Webinar Outreach Programme

Introducing the IAEA
Offered in English, Arabic, Chinese, French, Spanish and Russian

Other topics covered

- Job opportunities in nuclear science and technology
- Job opportunities in Technical Cooperation
- IT job opportunities
- Recruitment and selection process
- Preparing a job application for the IAEA
- Preparing for an interview with the IAEA
- Benefits and compensation
- Preparing for a video pre-screening

WINNER

Career Development Roundtable’s Innovation in Recruitment Award

Helsinki, 2016
Staff Composition

- 168 Member States
  - > 2,500 Staff Members from 107 Member States
    - Vast majority of staff located in Vienna HQ
  - ~1,432 Professional Staff
  - ~1,134 General Service Staff
IAEA Departments

Member State Needs

Management

Technical Cooperation

Leading Departments

Technical Departments

Safeguards

Nuclear Safety & Security

Nuclear Science & Applications

Nuclear Energy
Finding Our Opportunities

The IAEA offers challenging assignments in a stimulating multicultural workplace. It has more than 2,500 staff members from over 100 countries with expertise in a variety of scientific, technical, managerial and professional disciplines. Most staff members work at the Agency’s headquarters in Vienna, Austria.

Working at the IAEA
The IAEA offers a dynamic, multicultural work environment. Its staff comes from over 100 countries and works in a wide range of technical and scientific fields. Read more →

Types of employment
The IAEA offers different types of employment opportunities: for professional and general service posts, consultants and experts; junior staff, through internships; and the Junior Professional Officer programme. Read more →

Women at the IAEA
The IAEA believes in an inclusive culture and is committed to gender parity and is working towards the representation of women in professional and higher echelon categories. The Agency also includes gender mainstreaming in its programmatic work. Read more →

Current vacancies
Register Webinar of the month
Apply Internships
Types of Employment

Professional Posts

Junior Professional Officers

Experts and Specialists

General Service Posts

Internships

Fellowships & Scientific Visits
Professional Positions

Necessary Qualifications
(Minimum Requirements)

P1-P3

- University degree (or equivalent graduate degree)
- 0/2/5 years of experience in a field of relevance to the post
- Strong analytical skills
- Computer skills: standard Microsoft Office software
- Languages: Fluency in English. Working knowledge of other official languages (Arabic, Chinese, French, Russian, Spanish) an asset
- Ability to work effectively in multidisciplinary and multicultural teams
- Ability to communicate effectively

P4-P5, D

- Advanced university degree (or equivalent post-graduate degree)
- 7/10/15 years of experience in a field of relevance to the post
- 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) an asset
- Ability to work effectively in multidisciplinary and multicultural teams
- Ability to communicate effectively
Promoting Young Talent - Internships

Internship Programme
Get real world experience

- Must be at least 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of their first degree
- May apply up to one year after completion of their bachelor’s, master’s or doctorate degree
- Must have a working knowledge of English
- Interns are selected from candidates whose study disciplines are relevant to the Agency’s work
- Duration: 3-12 months

Natural Sciences  Information Technology  Engineering
Administration / Management  Social Sciences  Humanities
Junior Professional Officer

- Purpose of Programme:
  - Give young professionals an opportunity to gain experience in an international environment
  - Provide IAEA with additional expertise

- Applicants must be below 32 years old

- Nationals of a Member State with a JPO Agreement with the IAEA

- Hold an Advanced University Degree

- Duration of Assignment: 1 – 2 years

- Please contact the Foreign Ministry or the Permanent Mission of one of these countries for more info

https://www.iaea.org/about/employment/junior-professionals
Rotation Policy

- The IAEA does not offer permanent appointments in the Professional category.

- As per Article VII,C of the IAEA Statutes: The staff shall include such qualified scientific and technical and other personnel as may be required to fulfil the objectives and functions of the Agency. *The Agency shall be guided by the principle that its permanent staff shall be kept to a minimum.*

- This policy allows Member States to benefit from the return of their nationals after gaining expertise at the IAEA, and it allows the IAEA to have a continuous influx of fresh knowledge and experience at all levels.

- Maximum tour of service: 7 years
- Normal progression:
  - Fixed Term position: 3 years
  - Extension due to programmatic requirements and work performance: 2 years
  - Further extension due to programmatic requirements and work performance: 2 years
Meet Christina George

“Don’t set any limits on yourself but rather focus on what you want to achieve.”

Christina George

- Nuclear Security Officer
- Nuclear Security of Materials and Facilities Section
- At IAEA since July 2011
- Master of Applied Science in Electrical Engineering – University of Ottawa
- Bachelors of Engineering – Electrical Engineering – Carleton University
- From Canada

Christina George

nuclear security officer in the division of nuclear
Meet Tristan Bauswein

Interested in working for an international organization?

Tristan Bauswein
- Chief Financial Officer
- Budget and Finance Division
- At IAEA since July 2015
- Chartered Certified Accountant (FCCA/ACCA) / Certified Fraud Examiner
- BA in European Business Administration from Middlesex University
- From France
Planning your Application

- What are the main tasks and projects of the work unit?
- Is this the work area for you?
- Do you have the relevant skills and experience?
- Would you enjoy the tasks associated with this position?
- Does your profile match the job minimum requirements?
- Realistically assess the job market for your area of expertise

Research before applying
## Planning your Application

<table>
<thead>
<tr>
<th>Table Title</th>
<th>Description</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Setting</strong></td>
<td>Structure and objectives of the concerned organizational entity</td>
<td>Where</td>
</tr>
<tr>
<td><strong>Main Purpose</strong></td>
<td>Contribution to service delivery and programmatic objectives</td>
<td>Why</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>(Team leader, advisor, expert)</td>
<td>What</td>
</tr>
<tr>
<td><strong>Partnerships</strong></td>
<td>Types of relationships required to accomplish work such as stakeholders and clients, colleagues, collaborators…</td>
<td>With Whom</td>
</tr>
<tr>
<td><strong>Functions and Key Results Expected</strong></td>
<td>Deliverables and contribution of the post to program objectives</td>
<td>How</td>
</tr>
<tr>
<td><strong>Competencies and Expertise</strong></td>
<td>Key competencies and areas of expertise required for the successful incumbent</td>
<td>With what attributes?</td>
</tr>
<tr>
<td><strong>Qualifications, Experience and Language Skills</strong></td>
<td>Minimum requirements</td>
<td>What qualifies you?</td>
</tr>
<tr>
<td><strong>Remuneration</strong></td>
<td>Benefits Package</td>
<td>For what type of benefits?</td>
</tr>
</tbody>
</table>

*IAEA 60 Years*  
*Atoms for Peace and Development*
Job Description – Basic Info

Associate Programme Officer (P2) - (2016/0748 (153815))

Organization: MTCD-Division of Conference and Document Services
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2016-11-29, 1:08:24 PM
Closing Date: 2016-12-27, 11:59:00 PM
Duration in Months: 24
Contract Type: Temporary Assistance - Regular

Type and duration of the Appointment
Temporary Assistance, 2 years (subject to a probationary period of 1 year.)

This position is currently available for applications, please visit www.iaea.org/about/employment for more details
Job Description – Basic Info

Associate Security Coordination Officer (Field Travel)(P2)

Organizational Setting
The Department of Management (MT) provides a ‘platform of services’ that serves as a foundation for the successful delivery of the IAEA’s scientific and technical programmes. Its mission statement is as follows: “MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose”. Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

Main Purpose
Reporting directly to the Central Security Coordinator (CSC), the Associate Security Coordination Officer (Field) takes the lead in all field security responsibilities (at both headquarters and at IAEA offices away from headquarters). He/she supports the CSC to ensure that the IAEA adopts the latest operational practices and procedures in order to address the constantly changing security challenges in the field. He/she implements policy, procedures and best practices dealing with field security issues, including compliance with the UNSMS, contingency planning for field activities, incident reporting and field security training and briefings. He/she also collaborates closely with the UN Department of Safety and Security and Host Government security counterparts.

Role
The Associate Security Coordination Officer (Field) is: (1) a substantive contributor, providing operational support and oversight to emergency response, protective security and field security arrangements to enable the safe, secure and efficient conduct of the Agency’s programmes and activities; (2) a technical specialist supporting the CSC on operational security matters, field training and implementation issues related to the application of the UN Security Management System; and (3) a team member working collaboratively on the maintenance and revision of field security policy, procedures supporting security requirements of duty travel, field security guidelines, and on the continuous improvement of field security support to the Agency’s programmes.

This position is currently available for applications, please visit www.iaea.org/about/employment for more details
Functions / Key Results Expected

- Provide the point of contact for queries relating to the United Nations Security Level System (SLS) and Security Clearance procedures and the Travel Request Information Process (TRIP); assist the relevant staff to obtain compliant vehicles, equipment, lodging when required and deal with issues concerning Basic and Advanced Security in the Field Training, including the development and implementation of a system for tracking staff training completion in cooperation with MTHR.

- Act as the field security incident coordinator by providing the first contact for staff reporting incidents, e.g. verifying and assessing incident reports; ensuring proper functionality of the incident notification and reporting processes; collating and analysing incident trends; undertaking appropriate follow-up activities such as making initial inquiries and liaising with the relevant staff, law enforcement and the Office of Internal Oversight Services to ensure incidents are managed appropriately.

- Perform tasks related to contingency planning for IAEA field activities, including the on-going maintenance and review of local procedures for the IAEA's global office network; identify equipment needs and liaise with local emergency services. Identify and resolve any gaps in operating procedures and skills training; maintenance and review of the Agency's field security guidance for staff, including the promotion of all security and safety related functions from travel planning to management roles, with technical assistance from the UN Department of Safety and Security.

- Contribute to the development of emergency response guidelines and crisis management planning by proposing examples of best practices as well as developing replicable training scenarios and assisting in the facilitation of live exercises, and actively share and apply this knowledge.

- Maintains liaison at the working level with local law-enforcement, security and emergency service agencies such as the Austrian Police, the UN Department of Safety and Security and relevant Host Government contact points to ensure the appropriate level of protective security planning and associated incident response for senior executives (at home and in transit) and the Agency’s special events and conferences.

- The incumbent may be required to travel occasionally to specific countries of concern, the Agency’s office locations, as well as visit staff residences to perform security risk assessments.

- Act as focal point for the dissemination of information on field communication technologies that are associated with safety or security requirements for duty travellers, including working with experts in the Division of Information Technology in the Department of Management as well as elsewhere in the United Nations system.

- Assist with other security activities related to risk management, business continuity, information security and technical security on a needs basis.

This position is currently available for applications, please visit [www.iaea.org/about/employment](http://www.iaea.org/about/employment) for more details.
### Competencies

**Associate Security Coordination Officer (Field Travel)(P2)**

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Organizing</td>
<td>Plans and organizes his/her own work in support of achieving the team or Section’s priorities. Takes into account potential changes and proposes contingency plans.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.</td>
</tr>
<tr>
<td>Achieving Results</td>
<td>Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division’s programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Actively contributes to achieving team results. Supports team decisions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Functional Competencies</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resilience</td>
<td>Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.</td>
</tr>
<tr>
<td>Partnership building</td>
<td>Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.</td>
</tr>
<tr>
<td>Client orientation</td>
<td>Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.</td>
</tr>
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<table>
<thead>
<tr>
<th>Asset Expertise</th>
<th>Function</th>
<th>Expertise Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Protection</td>
<td>Security Management</td>
<td>Security Risk Management expertise for the UN Security Management System</td>
</tr>
</tbody>
</table>

This position is currently available for applications, please visit [www.iaea.org/about/employment](http://www.iaea.org/about/employment) for more details.
Tips from a Hiring Manager

- Key Functions and Results Expected
- Competencies and Expertise
- Qualifications, Experience and Language Skills
Associate Security Coordination Officer (Field Travel)(P2)

Qualifications, Experience and Language skills

- University Degree on a security-related subject such as political science, business administration, international relations or an equivalent degree from a Member State military or police institution.
- Minimum of two years of working experience in an area related to operational security and/or security management, including involvement at the international level for at least two years.
- United Nations Security Certification Programme (SCP) at the Fully Competent level of certification or above is a strong asset.
- Previous experience in a command/supervisory role in military or law enforcement is a strong asset.
- Experience in working with multicultural and multidisciplinary teams.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

This position is currently available for applications, please visit www.iaea.org/about/employment for more details
Remuneration

Associate Security Coordination Officer (Field Travel)(P2)

Remuneration
The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at US $47803 (subject to mandatory deductions for pension contributions and health insurance), a variable post adjustment which currently amounts to US $17878*, dependency benefits, rental subsidy, education grant, relocation and repatriation expenses; 6 weeks’ annual vacation, home leave, pension plan and health insurance.

https://www.iaea.org/about/employment/professional-staff/conditions
Creating Profile

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

- User Name
- Password

or Sign in with:

Forgot your user name?
Forgot your password?

Login  New User
Creating a Profile

Welcome. You are not signed in.

IAEA
International Atomic Energy Agency

Privacy Agreement

Privacy and Data Protection agreement

Your privacy, and the privacy of all applicants to IAEA, is important to us. We take every precaution to protect the information you provide.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the Site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis. The IAEA however, assumes no responsibility for the security of this information.

In connection with your use of our web site and your application for employment, we ask for and collect information including your name, email and postal addresses, education and work history, etc. The data you provide for this application will be processed for the purpose of recruitment selection and in connection with any subsequent possibility of employment with the IAEA, unless otherwise indicated.

You can access your information by logging into your account. You can update, modify or delete it. We do not collect information for anything other than the purposes described above. Information provided on this site will not be shared with any organization outside the IAEA without the user’s express permission and will not be used for any commercial purpose. The following “Candidate’s statement” requires your express declaration of understanding of the above terms, as well as your authorization that the IAEA may verify the information you have provided.

Candidate’s statement

By completing the information requested, I (1) declare that I have read, understood and accepted the above statements; (2) declare that the information provided such as the name, nationality, data of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief; and (3) authorize the IAEA to verify any necessary data to verify all.
Creating Profile

Welcome. You are not signed in.

New User Registration
Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk:

* User Name

* Password

* Re-enter Password

* Email Address

* Re-enter Email Address

Login

* User Name

* Password

Forgot your user name?
Forgot your password?

Register  Cancel  Login  New User
Creating a Profile

Welcome. You are signed in.

General Profile

Resume -> Personal Information -> Employment Preferences -> Education -> Employment Record -> References -> General Questions -> Profile Questions -> Profile Competencies -> Review and Submit

Resume

Profile Upload

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Upload data from

- [ ] linkedin

Or upload a resume

- [ ] Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

- [ ] No thanks, I will fill out the online submission manually

Save and Continue   Save as Draft   Quit
Subscribing to Updates

Employment Preferences

Job Posting Notification
Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

[ ] Send an email notification whenever a new position matching this profile is posted.

Basic Profile Information
Indicate the employment preferences, conditions and interests in the fields below.

Employee Status
- Not Specified
- Fixed Term
- Short Term
- Mobility

Job Level
- Not Specified
- General Services
- Professional
- Senior Professional
- Director

Education Level
- Not Specified
- None
- High School Diploma
- Non-Degree Program
- Bachelor's Degree (University Degree)
- Doctorate Degree
- Higher Degree
- Other

Job Type
- Not Specified
- Staff
- Consultant
- Expert/Lecturer
- Intern
- Short Term Staff

Schedule
- Not Specified
- Full-time
- Part-time
- On Call

Advance Notice
- Not Specified
- [ ] Yes, 50% of the Time

Email Notifications
When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

Multiple selections
To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).
Job Preferences

Employment Preferences

Job Posting Notification
Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

- Monitor the job posting website
- Check email regularly
- Submit an application

Basic Profile Information

Indicate the employment preferences, conditions and interests in the fields below.

Employee Status
- Not Specified
- Full Term
- Short Term

Job Level
- Not Specified
- General Services
- Professional
- Senior Professional
- Director

Education Level
- Not Specified
- None
- High School Diploma
- Non Degree Program
- Bachelor's Degree (University Degree)
- Master's Degree (Advanced Degree)
- Doctorate Degree
- Higher Degree
- Other

Job Type
- Not Specified
- Salaried
- Consultant
- Expert/Researcher
- Intern
- Short Term Staff

Schedule
- Not Specified
- Full time
- Part time
- On Call

Advance Notice
- 4 Weeks
- Travel (Up to...)
- Yes, 10% of the Time

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section “Job Field”.

Job Field
- Bio, Animal and Natural Sciences
- Engineering
- Management and Admin Support
- Medical Support
- Human Health
- Operations and Inspections
- Sales & Marketing

JOB FUNCTION
- Other Technical Engineering
- Nuclear Engineering

JOB ROLE
- Architects and Community Planners
- Civil Engineers
- Electrical, Electronics Engineers
- Industrial Engineers
- Mechanical Engineers
- Mining and Petroleum Engineers
Job Preferences

Employment Preferences
Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field
Job Family
Management and Administrative

Job Function
Select one

- Administrative Support
- Audit
- Education
- Finance
- Human Resources
- Information Management
- Information Technology
- Language and Conference Services
- Legal
- Management and Programme Analysis
- Procurement Services
Creating a Profile – Achievement and Duties

*Achievements

- Quick overview of positive results you have accomplished
- Be clear about your role / contribution
- If possible, quantify the achievement (number of individuals trained, amount of money saved)
- Mention related awards and acquired skills
- Indicate how your achievement affected the team

Sample Achievement:
Implemented new travel policy with effective controls, resulting in greater efficiency and consistency in travel planning and a $100K reduction in costs.

*Description of your duties

- Show the hiring manager how your past responsibilities make you a good fit for the job
  - Tailor each application to the job!
- Start each statement with an action verb to make it concise and emphasize your role
- Write statements that demonstrate what, why, how, for whom and where you performed the duties
- Use a few modifiers along with action verbs to enable hiring managers know how you performed the duties
Creating a Profile

General Questions

- Are any of your relatives employed by IAEA or any other international organization?

- Entry into the service of the IAEA may entail assignment and travel to any area of the world in which the Agency might have responsibilities. Do you have any disabilities which might limit your prospective field of work or ability to travel?

- Have you been subject to disciplinary proceedings against your misconduct which results in disciplinary sanction from any organization?

- Have you ever been subject to prosecution action or arrested, indicted or summoned in court as a defendant in a criminal proceeding or convicted, fined, imprisoned for the violation of any law (excluding minor traffic violations)?
Creating a Profile

Profile Questions

- What’s your mother tongue?
- Level of English/French/Spanish, Chinese, Russian and Arabic?
- Other fluent languages?
- Trainer/lecturer experience
- List any significant publications you have written
- Other activities – List membership in professional societies and activities in civic, public or international affairs

FILTER QUESTIONS sample (vacancy-related only)

- How many years of expertise do you have within an international organization?
- Do you have experience in the following areas? (Example: Nuclear non-proliferation/Nuclear security and nuclear safety, sustainable development, peaceful uses of nuclear technology)
Creating a Profile – Cover Letter

1. Outline your motivation for the post
2. Show an understanding of the post and job requirements
3. Highlight relevant education and skills
4. Highlight your professional accomplishments
5. Close on why you should be considered

1. The introduction
2. The argument
3. The closing

1. Be professional and straightforward
2. Letters should be clear, well written and properly formatted
3. Avoid slang and informal language
4. Use complete sentences with appropriate grammar and spelling
5. Follow instructions regarding cover letter and job application
### Searching for Vacancies

#### Posting Period
- **Last 14 Days**

#### Location
- **Country**
  - Austria (13)
- **Site/Region**
  - Vienna (11)
  - Lower Austria (2)
- **City**
  - Vienna (11)
- **Duty Station**
  - IAEA Headquarters (11)

#### Job Field
- **Job Family**
  - Management and Administrative Support (9)
  - Engineering (3)
  - Bio, Animal and Natural Sciences (2)
- **Job Function**
  - Natural Science (2)
  - Nuclear Engineering (2)
  - Management and Programme Analysis (2)
  - Information Technology (2)
  - Administrative support (2)
  - Other Technical Engineering (1)
- **Job Role**
  - Nuclear engineers (2)

#### Search Results

<table>
<thead>
<tr>
<th>Requisition Title</th>
<th>Location</th>
<th>Closing Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuclear Engineer (Technical Support) (P4)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-23, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Procurement Assistant (Environment Laboratories) (G3)</td>
<td>Monaco-Monaco-Monaco-IAEA Environment Laboratories in Monaco</td>
<td>2017-01-09, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Safeguards Information Assistant (IFC) (G5)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-08, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Plumber (G4)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-08, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Project Officer (TCCT) (P4)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-17, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Response System Analyst (P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-20, 11:59:00 PM</td>
<td>Apply</td>
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<tr>
<td>Travel Assistant (SG) (G5)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2016-12-29, 11:59:00 PM</td>
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<tr>
<td>Section Head (Dosimetry and Medical Radiation Physics) (P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2016-12-14, 11:59:00 PM</td>
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<td>Senior Business Analyst (SGIS) (P4)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2016-12-31, 11:59:00 PM</td>
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<tr>
<td>Drupal Developer Consultant</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2016-12-20, 11:59:00 PM</td>
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<tr>
<td>Associate Programme Officer (P2)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2016-12-27, 11:59:00 PM</td>
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<tr>
<td>Data Assistant (NSS) (G4)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
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<tr>
<td>Section Head (Regulatory Activities Section) (P5)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2017-01-12, 11:59:00 PM</td>
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<tr>
<td>Associate Nuclear Instrumentation Specialist (P2)</td>
<td>Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf</td>
<td>2017-01-12, 11:59:00 PM</td>
<td>Apply</td>
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**.sort by:** Relevancy

**Multi-line:** Descending
Selection Process

Application Review

Written Technical Test

SONRU Asynchronous Video Pre-screening

Panel Interview

Psychometric and Leadership Skills Assessment

Recommendation

Candidate Assessment is conducted at various stages