Overview of the IAEA and Recruitment Process

ANL – IAEA Workshop
November 2019
Overview of the IAEA

Atoms for Peace and Development

Part of the United Nations, an independent organization

2,500+ staff
HQ in Vienna
Offices in Toronto, Tokyo, New York, Geneva
Laboratories in Seibersdorf and Monaco

171 Member States
Diverse Professional Opportunities

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 Departments

- Safeguards
- Nuclear Safety & Security
- Nuclear Science & Applications
- Nuclear Energy

- Management
- Technical Cooperation
Where to find vacancies

The IAEA offers challenging assignments in a stimulating multicultural workplace. It has around 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.

In focus

www.iaea.org/employment
### Current Vacancies

![Image of IAEA job search interface](IAEA_job_search.png)

#### Location
- Austria (28)
- Monaco (2)
- Vienna (26)

#### Job Family
- Management and Administrative Support (20)
- Engineering (5)
- Bio, Animal and Natural Sciences (4)

#### Job Function
- Nuclear Engineering (3)

#### Job List

<table>
<thead>
<tr>
<th>Requirement Title</th>
<th>Location</th>
<th>Closing Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Engineer (Retail Management Systems)(P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-05-20, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Research Scientist (Biogeochemistry) (Radioecology Lab)(P4)</td>
<td>Monaco-Monaco-Monaco-IAEA Environment Laboratories in Monaco</td>
<td>2019-08-19, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Director (IAEA Environment Laboratories) (D1)</td>
<td>Monaco-Monaco-Monaco-IAEA Environment Laboratories in Monaco</td>
<td>2019-07-22, 11:59:00 PM</td>
<td>Apply</td>
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<tr>
<td>Product Manager (P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-03-16, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Associate Programme Officer (CCP/PS)(P2)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-08-15, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Consultant - ACP/CCP/UNRISD (P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-07-17, 11:59:00 PM</td>
<td>Apply</td>
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<tr>
<td>Consultant - Radiation Safety and Technical Services Unit</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-07-16, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Nuclear Security Officer (INSP)(P2)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-08-13, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Associate Quality Management Officer (NSR)(P2)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-08-12, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Nuclear Human Resource Development Specialist(P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-08-09, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Consultancy - Oracle Functional Consultant</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-07-14, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Electronics Technician (M1)(G1)</td>
<td>Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf</td>
<td>2019-07-14, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Nuclear Security Officer (Detection Architects Dev)(P3)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2019-07-07, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Legal Assistant (Non-Proliferation and Policy-Making)(G5)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2015-07-24, 11:59:00 PM</td>
<td>Apply</td>
</tr>
<tr>
<td>Associate Programme and Budget Officer (P2)</td>
<td>Austria-Vienna-Vienna-IAEA Headquarters</td>
<td>2015-07-25, 11:59:00 PM</td>
<td>Apply</td>
</tr>
</tbody>
</table>
Stay Connected with us

- Follow the IAEA on LinkedIn
- Connect with us on LinkedIn
- Sign up for the monthly newsletter for the latest updates in recruitment news, vacancies and webinars
  
  www.iaea.org/careers-newsletter
- Listen to the past webinar recording on recruitment topics
Application Process at the IAEA
Evidence-based recruitment

Candidate assessment is conducted at various stages

- Vacancy Notice Posting
- Applications Review
- Asynchronous Video Pre-screening
- Written Technical Test
- Panel Interview
- Psychometric and Leadership Skills Assessment
- Recommendation
Importance of your application

The candidates’ journey

- Application Review: 110 Candidates
- Written Technical Test: 9.7%
- SONRU Asynchronous Video Pre-screening: 8%
- Panel Interview: 5.2%
- Psychometric and Leadership Skills Assessment: 1%
- Get an offer: 1%
- Move on from interview: 5.2%
- Move on from testing: 8%
- Get shortlisted: 9.7%
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 the job?
Does your profile match the minimum requirements for the job?
How do you think your qualifications compare with the potential pool of applicants?

Research before applying
## Understanding the Job Description

<table>
<thead>
<tr>
<th>Organizational Setting</th>
<th>Structure and objectives of the concerned organizational entity</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Purpose</td>
<td>Contribution to service delivery and programmatic objectives</td>
<td>Why</td>
</tr>
<tr>
<td>Role</td>
<td>(Team leader, advisor, expert)</td>
<td>What</td>
</tr>
<tr>
<td>Functions and Key Results Expected</td>
<td>Deliverables and contribution of the post to program objectives</td>
<td>How</td>
</tr>
<tr>
<td>Competencies and Expertise</td>
<td>Key competencies and expertise required for the successful incumbent</td>
<td>With what attributes?</td>
</tr>
<tr>
<td>Qualifications, Experience and Language Skills</td>
<td>Minimum requirements</td>
<td>What qualifies you?</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Benefits package</td>
<td>For what type of benefits?</td>
</tr>
</tbody>
</table>
Associate Programme Officer (CCRPS)(P2) - (2019/0379 (179345))

Organization: TCCT-Cancer Control Review and Planning Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2019-07-04, 2:58:33 PM
Closing Date: 2019-08-15, 11:59:00 PM
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year

Nuclear Security Officer (INSSP)(P3) - (2019/0365 (158383))

Organization: NSNS-Information Management Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2019-07-01, 1:56:48 PM
Closing Date: 2019-08-12, 11:59:00 PM
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year
Job Description – Basic Info

Associate Programme Officer (CCRPS)(P2)-(2019/0379 (179345))

Organizational Setting
The Department of Technical Cooperation (TC) consists of the Office of the Deputy Director General, four regional Divisions (Africa, Asia and the Pacific, Europe and Latin America), the Division of Programme Support and Coordination and the Division of the Programme of Action for Cancer Therapy (PACT). It provides strategic direction for the IAEA’s technical cooperation programme, and is responsible (in close collaboration with Member States) for the planning, formulation, implementation and monitoring of the programme.

The objective of PACT is to assist Member States, within the IAEA’s one-house approach to cancer control and working closely with regional Divisions in the Department of Technical Cooperation as well as other relevant Departments and Offices, to introduce, expand and improve their cancer care capacity by integrating radiotherapy into a comprehensive cancer control programme that maximizes its therapeutic effectiveness and public health impact. The Division of PACT is headed by the Director PACT, who reports to the Deputy Director General of the Department of Technical Cooperation.

Main Purpose
Under the overall guidance of Director of PACT and the direct supervision of the Section Head, Cancer Control Review and Planning Section (SH-CCRPS), the Associate Programme Officer (CCRPS) contributes to the development and implementation of PACT programmatic activities in IAEA Member States (MS). This involves supporting internal collaboration among all relevant stakeholders within the IAEA, contributing to a close integration of PACT programme activities with the overall delivery of technical cooperation support, understanding evolving needs of Member States and assisting in the positioning of PACT services in an overall context of health-related programmes implemented by other organizations.

Role
The Associate Programme Officer (CCRPS) is: (1) an analyst researching and monitoring developments in relation to cancer control activities in selected regions and Member States; (2) a collaborator preparing and reporting on multi-disciplinary assessments of national cancer control capacities (imPACT reviews); (3) a contributor in the development of new tools for effective follow-up to imPACT reviews; and (4) an advocate, supporting the promotion of PACT services and the IAEA with other organisations active in the field of cancer control.
Functions / Key Results Expected

Prepare and draft country cancer profiles in support of PACT review missions; review and evaluate proposals, plan and implement activities.

Monitor and assess the implementation progress of PACT services; identify lessons learned and propose changes in project design/implementation/monitoring.

Contribute to the development of sound programmatic initiatives by researching and analysing the capacity building needs of Member States in the areas of cancer prevention, early detection, curative and palliative treatment on a national, sub regional, regional or interregional basis and presenting relevant project proposals.

Consolidate and analyse background information on potential collaborative opportunities with other IAEA technical cooperation activities and existing or prospective partner organizations.

Prepare technical and background documentation for meetings, expert missions and other activities related to IAEA cancer control projects.
## Competencies

### Associate Programme Officer (CCRPS)(P2) - (2019/0379 (179345))

#### Competencies and Expertise

### Core Competencies

<table>
<thead>
<tr>
<th>Name</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>
</tbody>
</table>

### Teamwork

#### Functional Competencies

<table>
<thead>
<tr>
<th>Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Commitment to continuous process improvement</td>
<td>Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.</td>
</tr>
<tr>
<td>Judgement/decision making</td>
<td>Consults with supervisor/manager and makes decisions in full compliance with the Agency’s regulations and rules.</td>
</tr>
</tbody>
</table>
## Required Expertise

<table>
<thead>
<tr>
<th>Function</th>
<th>Name</th>
<th>Expertise Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management and Programme Analysis</td>
<td>Information Collection</td>
<td>Knowledge of international health care delivery systems desirable.</td>
</tr>
<tr>
<td>Management and Programme Analysis</td>
<td>Programme Management</td>
<td>Knowledge of the PACT programme, strategies and priorities desirable.</td>
</tr>
<tr>
<td>Management and Programme Analysis</td>
<td>Project Management</td>
<td>Knowledge and work experience in programme/project design, monitoring and evaluation.</td>
</tr>
</tbody>
</table>
Qualifications, Experience and Language skills

Associate Programme Officer (CCRPS)(P2)-(2019/0379 (179345))

Qualifications, Experience and Language skills
Bachelor's Degree - University degree in international development, international relations, public health, public/business administration or a related field.
Minimum of two years of experience in programme development and management, preferably in an international setting and with a focus on health development.
Some experience in the development of professional service offerings and/or programme design, monitoring and evaluation highly desirable, preferably in support of low-and middle-income countries.
Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.
Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US $47322** (subject to mandatory deductions for pension contributions and health insurance), a variable **post adjustment** which currently amounts to **US $20774***, dependency benefits, **rental subsidy**, **education grant**, **relocation** and **repatriation expenses**; 6 weeks' annual vacation, **home leave**, **pension plan** and **health insurance**.
Application Process
Steps to submit your application
Employment records

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 or even organization

Effective skill statements

• Show the hiring manager that you have the skills to carry out the functions
• Answer: Who, What, When, Where, Why and How?
• Show the results & impact of your actions, even if they are intangible
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 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
# Employment Records

## Some Action Verbs…

<table>
<thead>
<tr>
<th>Communication</th>
<th>Initiative</th>
<th>Interpersonal skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instructed</td>
<td>• Established</td>
<td>• Consulted</td>
</tr>
<tr>
<td>• Presented</td>
<td>• Founded</td>
<td>• Mediated</td>
</tr>
<tr>
<td>• Recommended</td>
<td>• Implemented</td>
<td>• Persuaded</td>
</tr>
<tr>
<td></td>
<td>• Systematized</td>
<td>• Reconciled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Results</th>
<th>Creativity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enforced</td>
<td>• Accomplished</td>
<td>• Created</td>
</tr>
<tr>
<td>• Authorized</td>
<td>• Attracted</td>
<td>• Designed</td>
</tr>
<tr>
<td>• Led</td>
<td>• Completed</td>
<td>• Developed</td>
</tr>
<tr>
<td>• Hired</td>
<td>• Expanded</td>
<td>• Initiated</td>
</tr>
<tr>
<td></td>
<td>• Obtained</td>
<td>• Proposed</td>
</tr>
<tr>
<td></td>
<td>• Improved</td>
<td>• Set up</td>
</tr>
<tr>
<td></td>
<td>• Produced</td>
<td>• Formulated</td>
</tr>
<tr>
<td></td>
<td>• Reduced</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Solved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tested</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Budgeted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organized</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Filter Questions (Position Specific)
Writing a Letter of Motivation

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

- Be professional and straightforward
- Letters should be clear, well written and properly formatted
- Avoid slang and informal language
- Use complete sentences with appropriate grammar and spelling
- Follow instructions regarding cover letter and job application
Checklist

- Make sure your profile is **up-to-date**
- Complete all sections appropriately
- Outline responsibilities
- Make it easy for recruiters and hiring managers to find information
- Review your profile in relation to the vacancy
- Ensure all relevant experience is included
- **Proofread** your application before submitting it
- Take time to respond to the filter questions
Thank you! Questions?