



IAEA

International Atomic Energy Agency

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

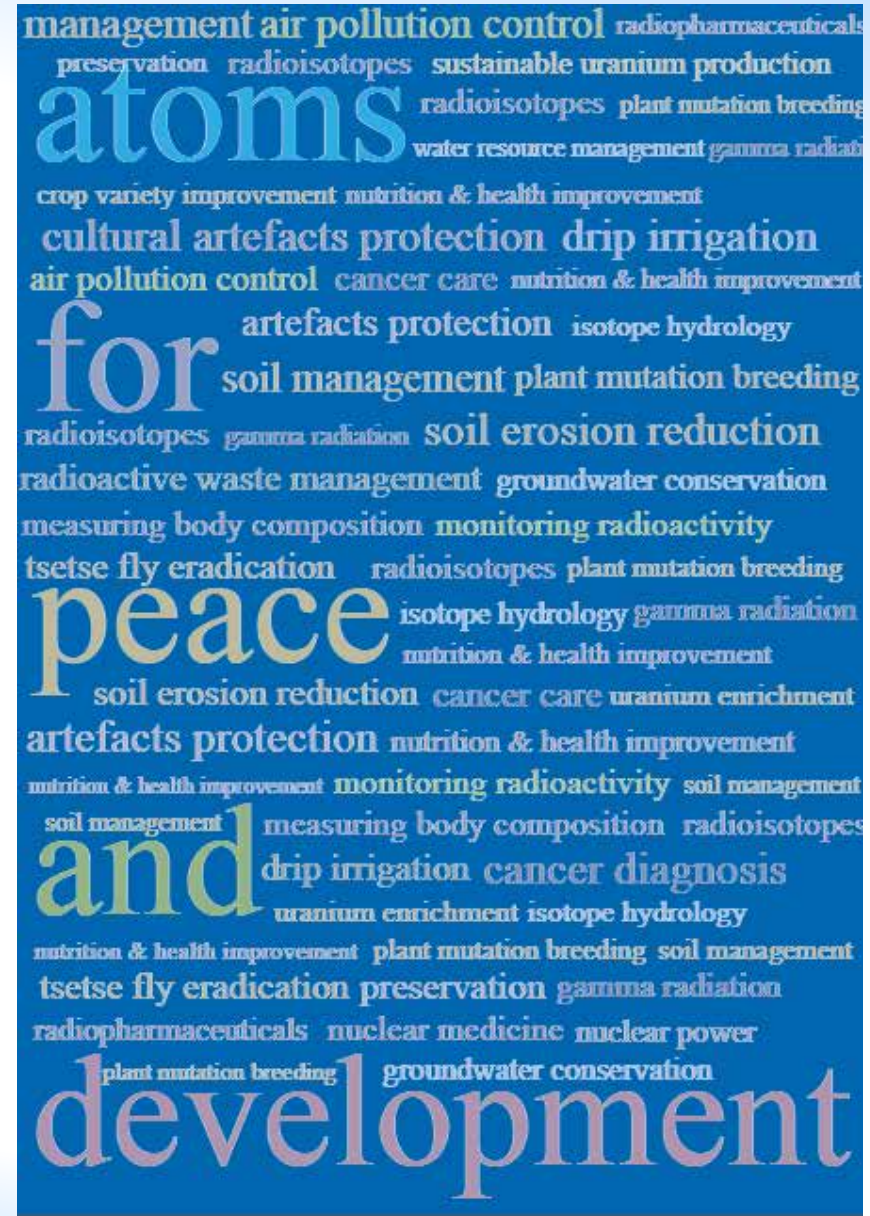
Diverse Professional Opportunities



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



Management



Technical Cooperation



Safeguards



Nuclear Safety
& Security

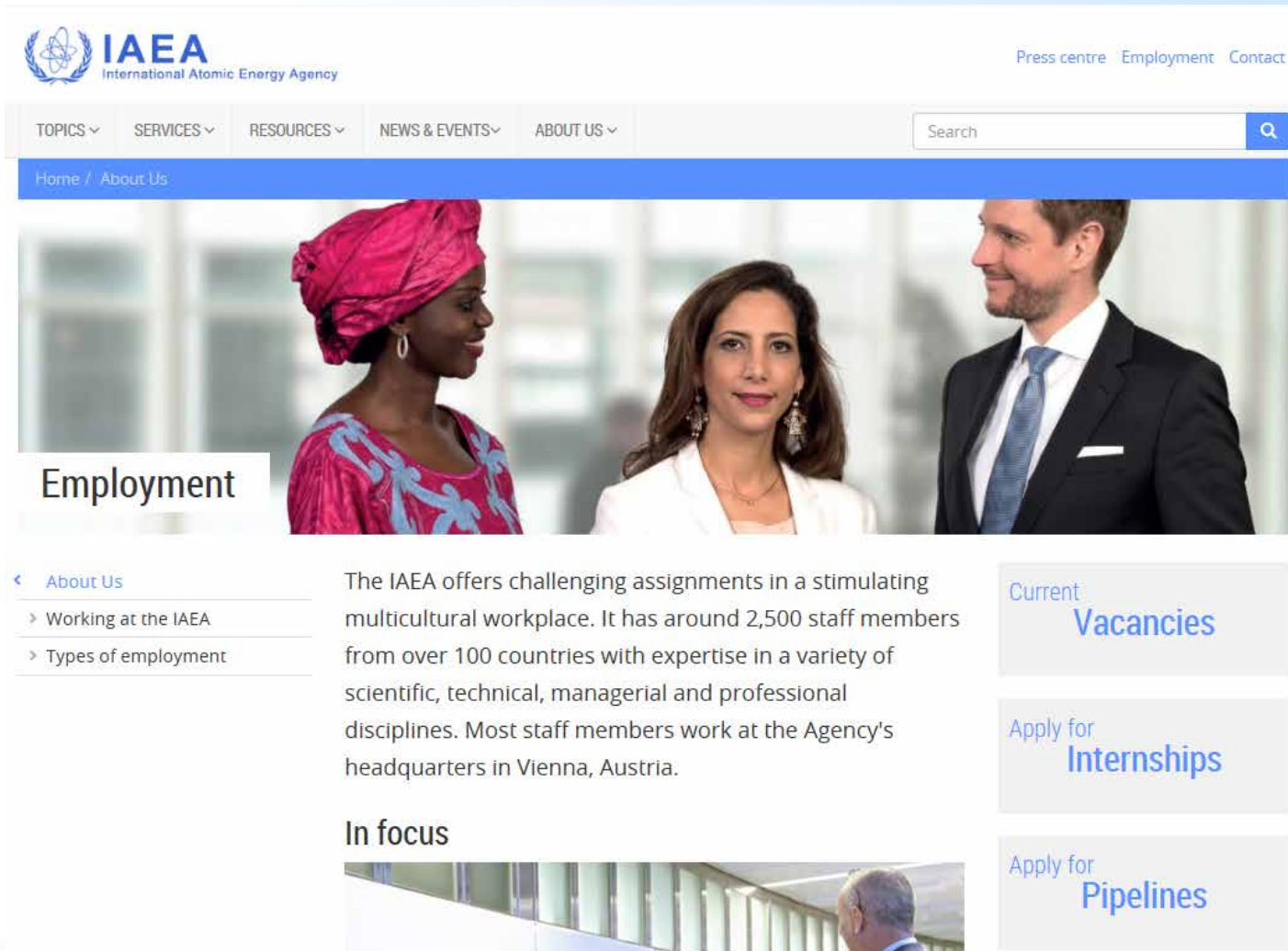


Nuclear Science
& Applications



Nuclear Energy

Where to find vacancies



The screenshot shows the IAEA website's employment page. At the top left is the IAEA logo and name. To the right are links for "Press centre", "Employment", and "Contact". Below this is a navigation menu with "TOPICS", "SERVICES", "RESOURCES", "NEWS & EVENTS", and "ABOUT US", each with a dropdown arrow. A search bar is located to the right of the menu. Below the navigation is a blue breadcrumb trail: "Home / About Us". The main content area features a large image of three diverse professionals in conversation. Below the image is the heading "Employment". To the left of the main text is a sidebar with a "About Us" section containing links for "Working at the IAEA" and "Types of employment". The main text describes the IAEA's multicultural workforce of 2,500 staff members from over 100 countries. To the right of the main text are three call-to-action buttons: "Current Vacancies", "Apply for Internships", and "Apply for Pipelines". At the bottom of the main content area is a section titled "In focus" with a small image of a man in a suit looking out a window.

www.iaea.org/employment

Current Vacancies



Welcome. You are not signed in.

Sign In

Job Search My Jobpage

Keyword Location

View All Jobs
Advanced Search

Job Openings 1 - 25 of 31

RSS

▼ Posting Date

Save this Search

Multi-line ?

Sort by

Relevancy ▼ Descending ▼

▼ Location

Country

- Austria (28)
- Monaco (2)

State/Region

- Vienna (26)

City

- Vienna (26)

Duty Station

- IAEA Headquarters (26)

Show more

See all locations

▼ Job Field

Job Family

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

Job Function

- Nuclear Engineering (5)

Requisition Title	Location	Closing Date	Actions
Software Engineer (Retail Management Systems)(P3)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-20, 11:59:00 PM	Apply
Research Scientist (Biogeochemistry) (Radioecology Lab)(P4)	Monaco-Monaco-Monaco-IAEA Environment Laboratories in Monaco	2019-08-19, 11:59:00 PM	Apply
Director (IAEA Environment Laboratories) (D1)	Monaco-Monaco-Monaco-IAEA Environment Laboratories in Monaco	2019-07-22, 11:59:00 PM	Apply
Product Manager (P3)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-16, 11:59:00 PM	Apply
Associate Programme Officer (CCRPS)(P2)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-15, 11:59:00 PM	Apply
Consultant - A/CPPNM Universalization Support	Austria-Vienna-Vienna-IAEA Headquarters	2019-07-17, 11:59:00 PM	Apply
Consultant - Radiation Safety and Technical Services Unit	Austria-Vienna-Vienna-IAEA Headquarters	2019-07-16, 11:59:00 PM	Apply
Nuclear Security Officer (INSSP)(P3)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-12, 11:59:00 PM	Apply
Associate Quality Management Officer (NSRW)(P2)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-12, 11:59:00 PM	Apply
Nuclear Human Resource Development Specialist(P4)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-09, 11:59:00 PM	Apply
Consultancy - Oracle Functional Consultant	Austria-Vienna-Vienna-IAEA Headquarters	2019-07-14, 11:59:00 PM	Apply
Electronics Technician (MT)(G4)	Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf	2019-07-25, 11:59:00 PM	Apply
Nuclear Security Officer (Detection Architecture Dev)(P3)	Austria-Vienna-Vienna-IAEA Headquarters	2019-08-07, 11:59:00 PM	Apply
Legal Assistant (Non-Proliferation and Policy-Making)(G5)	Austria-Vienna-Vienna-IAEA Headquarters	2019-07-24, 11:59:00 PM	Apply
Associate Programme and Budget Officer (P2)	Austria-Vienna-Vienna-IAEA Headquarters	2019-07-23, 11:59:00 PM	Apply

Location

Job Family

Job Function

Stay Connected with us

- q Follow the IAEA on LinkedIn
- q Connect with us on LinkedIn
- q Sign up for the monthly newsletter for the latest updates in recruitment news, vacancies and webinars

www.iaea.org/careers-newsletter

- q Listen to the past webinar recording on recruitment topics



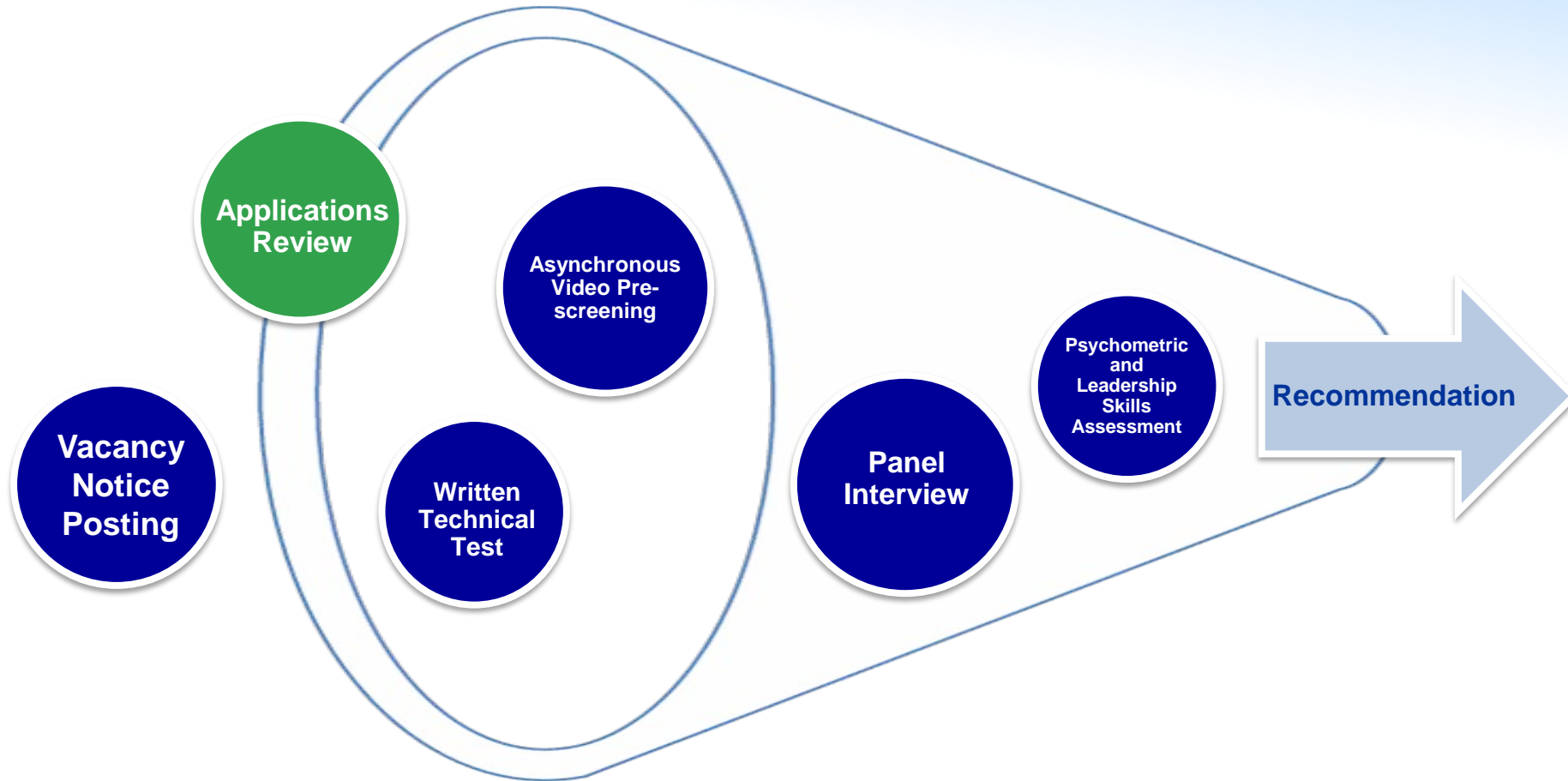


IAEA

International Atomic Energy Agency

Application Process at the IAEA

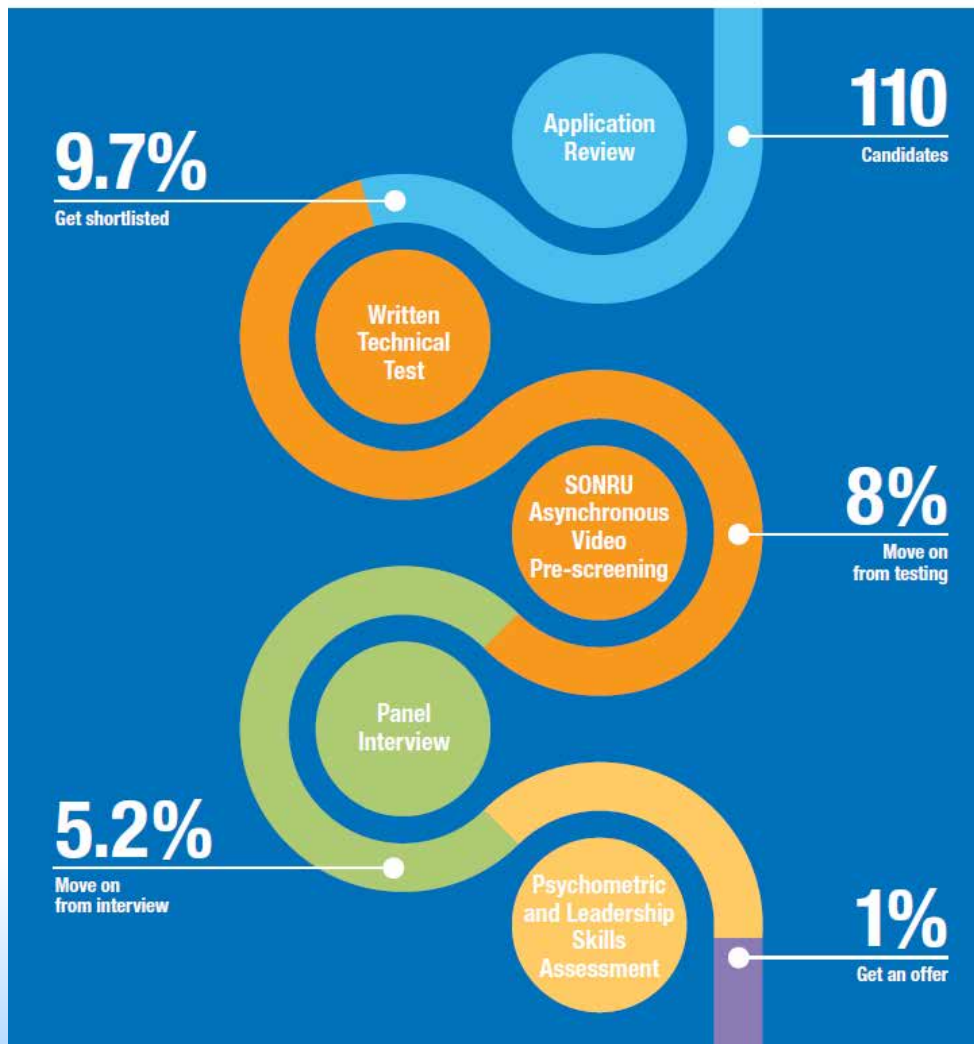
Evidence-based recruitment



Candidate assessment is conducted at various stages

Importance of your application

The candidates' journey



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

Organizational Setting	Structure and objectives of the concerned organizational entity	Where
Main Purpose	Contribution to service delivery and programmatic objectives	Why
Role	(Team leader, advisor, expert)	What
Functions and Key Results Expected	Deliverables and contribution of the post to program objectives	How
Competencies and Expertise	Key competencies and expertise required for the successful incumbent	With what attributes?
Qualifications, Experience and Language Skills	Minimum requirements	What qualifies you?
Remuneration	Benefits package	For what type of benefits?

Job Description – Basic Info



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



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

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

Name	Definition
Planning and Organizing	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.
Communication	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.
Achieving Results	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.

Teamwork

Actively contributes to achieving team results. Supports team decisions.

Functional Competencies

Name	Definition
Client orientation	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Commitment to continuous process improvement	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.
Judgement/decision making	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

Expertise



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

Required Expertise

Function	Name	Expertise Description
Management and Programme Analysis	Information Collection and Analysis	Knowledge of international health care delivery systems desirable.
Management and Programme Analysis	Programme Management	Knowledge of the PACT programme, strategies and priorities desirable.
Management and Programme Analysis	Project Management	Knowledge and work experience in programme/project design, monitoring and evaluation.

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.

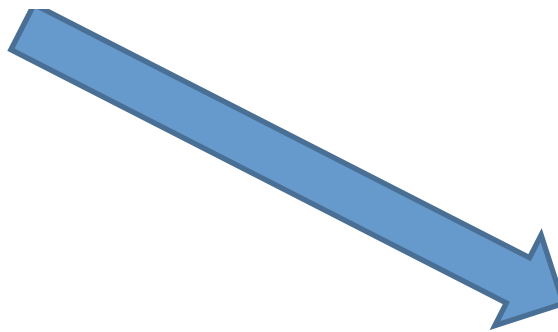
Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Remuneration

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

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**



Salary and Post-Adjustment

Salaries are determined within the framework of the United Nations Common System and are paid in the currency of the duty station.

Post adjustment is an amount paid in addition to the net base salary, which varies according to the cost of living at each duty station in comparison to New York (the base of the UN remuneration system). It is designed to ensure that no matter where the United Nations Common System staff work, their take-home pay has a purchasing power equivalent to that at the base of the system. Together, base salary and post adjustment form the net remuneration.

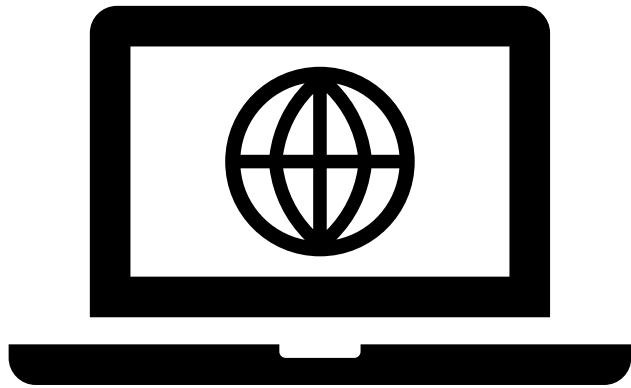
Relocation

The IAEA usually meets the costs of travel from the place of recruitment to the duty station in the case of new, internationally recruited staff members and their eligible dependants. It also usually meets the costs of shipping or storing and insuring household effects. Assistance with visa formalities may be provided. Upon arrival, staff members recruited from outside the duty station and appointed for at least one year receive a settling-in grant for covering initial expenses.

Health insurance

Medical insurance coverage is a scheme covering medical and hospital expenses. Normally staff members and their eligible dependants will be enrolled on a cost-sharing basis either in the Agency's health insurance scheme, which provides reasonable coverage for medical and hospital costs and some coverage for dental treatment. As an alternative in some cases, staff can enroll in the Austrian national health insurance scheme, with an optional supplementary insurance plan.

In special cases, approval may be granted to continue participation in health insurance schemes other than the Agency's.



Application Process

Steps to submit your application



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Applying for: Pipeline - Fuel Cycle, Decommissioning and Waste Management
(Job Number: PIP_001)

Step 7 out of 11 | [Print/Email](#)



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

Employment Records



Sample Achievement:

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

Marketing yourself:



Employment Records



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...

Communication

- Instructed
- Presented
- Recommended

Leadership

- Enforced
- Authorized
- Led
- Hired

Organization

- Scheduled
- Budgeted
- Organized

Initiative

- Established
- Founded
- Implemented
- Systematized

Results

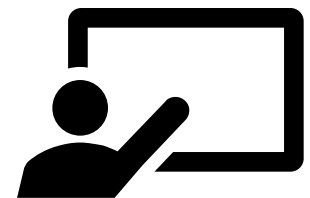
- Accomplished
- Attracted
- Completed
- Expanded
- Obtained
- Improved
- Produced
- Reduced
- Solved
- Tested

Interpersonal skills

- Consulted
- Mediated
- Persuaded
- Reconciled


Creativity

- Created
- Designed
- Developed
- Initiated
- Proposed
- Set up
- Formulated



Filter Questions (Position Specific)



 **IAEA**
International Atomic Energy Agency

Lance Armstrong, you are signed in. [My Account Options](#) | [My Job Can \(3 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: Pipeline - Fuel Cycle, Decommissioning and Waste Management
(Job Number: PFP_001) [Print/Email](#) Step 7 out of 11

[Resume Upload](#) [Personal Information](#) [Education](#) [Employment Record](#) [References](#) [General Questions](#) **Extended Profile Questions** [Employment Preferences](#) [Letter of Motivation](#) [Signature](#)

[Save and Continue](#) [Save as Draft](#)

Extended Profile Questions

Hold down the **Ctrl** key (**Command** key for Mac) to make multiple selections or to clear items.
Mandatory fields are marked with an asterisk *

Questionnaire

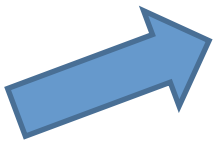
Please answer the following questions as accurately as possible.

* 10. How many years of relevant working experience do you have?

- No experience
- Up to 1 year
- 1-2 years
- 3-4 years
- 5-8 years
- 9-12 years
- More than 12 years

* 11. In which of the following categories within Safety, Regulations, Instrumentation and Materials do you have extensive experience and would be able to independently handle all types of assignments at an expert level?

- Application of Safety Standards
- Code of Conduct on the Safety and Security of Radioactive Sources
- Development of IAEA Safety Standards



Writing a Letter of Motivation

The introduction

The argument

The closing

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

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





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Thank you! Questions?