

# Junior Professional Officers

Information for Member States

# JPO Programme Requirements

The International Atomic Energy Agency (IAEA) offers job opportunities for young professionals under a Junior Professional Officer (JPO) programme. The purpose of the Junior Professional Officer (JPO) programme is to assist the IAEA in its activities and to provide an opportunity for young professionals wishing to pursue an international career to acquire on-the-job professional experience, which may lead to future career development within international organizations or elsewhere in the international field.

The JPO works as a staff member, at P-1 or P-2 level, as part of a team and under the guidance of a senior staff member in either a scientific, technical or administrative field.

The JPO programme is based on a JPO agreement signed between Member States and the IAEA which outlines the respective responsibilities and provides a framework for cooperation.

## Candidate Requirements

The programme is designed for young professionals who:

- are below the age of 32 years on initial appointment with the IAEA;
- are nationals of a Member State that has signed a JPO agreement with the IAEA and are recommended to the IAEA by the respective Member State;
- possess the suitable academic qualification (a first level university degree); and
- have at least two years of relevant work experience as per the job description.

## Duration of JPO Assignments

The initial duration of a JPO assignment is one year, with a possibility of a second year extension. Any deviations to this progression require the Director General's approval.

## Financial Requirements

The assignment of a JPO must be fully funded by the government of the respective Member State, based on the cost estimate provided by the IAEA.

## Member State Proposals for JPO Positions

In September of each year, the Director of the Division of Human Resources submits a list of JPO needs identified by the IAEA to Member States which have signed a JPO agreement. Member States are asked to review the list and to consider financing positions falling under their programmatic priorities.

In addition, ad-hoc needs for JPO positions may arise. In such cases, the Heads of IAEA Departments, in cooperation with the Division of Human Resources, will reach out to Member States directly.

Once a Member State has identified the positions which it is interested in funding, the Member State should inform the IAEA of its interest and subsequently propose, for each position, at least three candidates which were identified as qualified through the Member State's internal process.

## JPO Selection Process by the IAEA

Member States should instruct candidates to complete their applications in the IAEA's online application system.

Candidates will be reviewed by the IAEA for eligibility based on the above-mentioned candidate requirements. Candidates who meet these requirements will be invited for an interview with the IAEA. Should any of the candidates have prior service with the IAEA which limits either their eligibility to be considered or the duration of their JPO assignment, the Member State will be notified accordingly.

The Member State will be informed of the outcome of the selection process and provided with an estimate of the associated cost.

The Member State should transmit to the IAEA the official pledge letter confirming its financial support of the selected candidate, as well as, if not already deposited with the IAEA, the funds as per the cost estimate.

The IAEA will in turn provide the Member State with the voluntary contribution acceptance letter.

The receipt of the funding is a prerequisite for issuing the offer of employment to the selected JPO candidate. Upon acceptance of the offer of employment by the candidate, the onboarding process begins.

When the JPO joins the IAEA, he/she becomes subject to the IAEA Staff Regulations and Staff Rules and the authority of the Director General.

For more information or to submit an expression of interest to sign a JPO agreement with the IAEA, please contact the Director of the Division of Human Resources through [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org).

