

**Board of Governors
General Conference**

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PERSONNEL
Staffing of the Agency's Secretariat

Report by the Director General

Board of Governors General Conference

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(GC(67)/1 and Add.1)

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

Summary

- The purpose of this document is to present, pursuant to resolution GC(65)/RES/15, adopted by the General Conference on 21 September 2021, information on the measures taken to implement that resolution, and to provide statistical data on the Professional staffing situation in the Secretariat. This report covers the period from 1 June 2021 to 1 June 2023.

Recommended Action

- It is recommended that the Board of Governors consider and take note of this report and submit it to the General Conference for its consideration.

Personnel

Staffing of the Agency's Secretariat

Report by the Director General

A. Introduction

1. This report provides data on regular staff in the Professional and higher categories, defined as all staff¹ who have been appointed in accordance with standard recruitment procedures through funds provided in the Regular Budget, and who hold a fixed term contract of a minimum of one year. It includes information regarding the number of regular staff by grade and nationality. This report also includes information on consultants holding special service agreements, who are funded through the Regular Budget. This report does not cover staff members in the General Service category.
2. The definition of ‘developing countries’ used in this report is the one used by the Statistics Division of the United Nations Department of Economic and Social Affairs in its *World Economic Situation and Prospects* report.
3. The guiding principles for recruitment are laid down in Article VII.D of the Agency’s Statute: “The paramount consideration in the recruitment and employment of the staff [...] 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 members to the Agency and to the importance of recruiting the staff on as wide a geographical basis as possible.” General Conference resolutions have also called for an increase in the representation of women in the Secretariat.

B. Objectives

4. In resolution GC(65)/RES/15.A, the General Conference requested the Director General to continue to secure employees of the highest standards of efficiency, technical competence and integrity, and to intensify his efforts to increase accordingly the number of staff members from developing countries and from those other Member States which are unrepresented or under-represented in the Agency’s Secretariat, particularly at the senior and policy-making levels, and for Professional posts requiring specific skills. The General Conference also called on Member States to continue encouraging well-qualified candidates to apply for vacant posts in the Agency’s Secretariat.

¹ In Personnel: Women in the Secretariat (document GOV/2023/47-GC(67)/19), and in line with the recommended approach included in the United Nations System-wide Strategy on Gender Parity that the parity target apply for all personnel in order to support the achievement of gender parity across the Professional and higher categories workforce, the statistical base population includes staff in the Professional and higher categories holding fixed term and temporary assistance appointments, funded through the Regular Budget and extrabudgetary funds.

5. Furthermore, the General Conference requested the Director General to strengthen, within available resources, the recruitment efforts in Member States, particularly in developing Member States, as well as under-represented and unrepresented Member States; to fully implement the provisions of this resolution and to work with Member States in this regard, including by making use of the opportunity offered by staff retirements and the application of the rotation policy; to pursue concrete measures to further improve the recruitment and selection process, including towards enhancing the efficiency and transparency of these processes and addressing the challenges met in the project's implementation, and to report to the sixty-seventh (2023) regular session of the General Conference on the same; to address the issue of under-representation and non-representation, organizing recruitment and/or information events in developing countries and other Member States that are unrepresented or under-represented in the Agency's Secretariat, and subsequently to report to the sixty-seventh (2023) regular session of the General Conference on this issue; and to harness, in consultation with Member States, liaison officers who are designated as points of contact in Member States, particularly those which are unrepresented or under-represented in the Agency's Secretariat, to actively support and coordinate with the Secretariat in recruitment efforts. In addition, the resolution further requested the Director General to continue to ensure that consultants are engaged based on their ability to provide the required expertise while giving due consideration to the geographical distribution of consultants holding Special Service Agreements; to continue to identify the nationalities of such consultants in future reports; and to continue to ensure that the use of consultants does not result in conflict of interest or commercial advantage.

C. Actions Taken by the Secretariat

6. The implementation of resolution GC(65)/RES/15.A has been regularly reviewed by senior management, and individual appointments have been monitored to ensure that they are in line with the current policy of giving special attention to applicants from developing Member States and other unrepresented or under-represented Member States.

C.1. Efforts to Attract Young Talent

7. Thirteen Member States² have arrangements with the Agency for the provision of Junior Professional Officers (JPOs). Member States funded a total of 58 JPOs during the reporting period (compared with 56 during the previous reporting period). The Secretariat is continuing discussions with other Member States to establish similar arrangements.

8. The Secretariat continued its internship programme in the reporting period. 299 individuals participated in this programme (compared with 236 during the previous reporting period). The percentage of interns from developing Member States increased from 43.2% to 48.2%; furthermore, there was an increase in the percentage of women interns from 62.3% to 68.2%. In addition, the Secretariat has internship agreements with 6 Member States/academic institutions that sponsored 62 internships during the reporting period (compared to 20 in the previous reporting period).

C.2. Outreach Measures

9. Periodic forecasts of employment opportunities and projections of expected vacancies in the Secretariat for the following two years, also outlining the requirements of the positions, continue to be provided to Member States. Additional human resources data on the respective nationals from respective

² Austria, Canada, China, Finland, France, Germany, Italy, Japan, Republic of Korea, Norway, Russian Federation, the United Kingdom and the United States of America.

Member States working at the Agency is now available for each Member State on GovAtom through the newly launched ‘Staff Reporting Suite’ (STARS) portal. This portal also includes general information on JPOs, CFEs and interns.

10. In the reporting period, a series of meetings were conducted with Member States to identify potential barriers to the recruitment of qualified candidates.

11. The Secretariat continued to enhance the talent acquisition programme launched in 2014. As part of this programme, a proactive outreach and sourcing strategy was maintained to increase the visibility and attractiveness of the Secretariat’s vacancies to qualified applicants worldwide and to broaden the diversity of applicants. The tools used include social media, monthly newsletters, targeted outreach to niche professionals in hard-to-recruit areas, posting on international job boards and specialized scientific job boards, engagement with internal and external stakeholders, as well as recruitment webinars, live panel discussions and staff testimonials to promote the Agency as an employer of choice.

12. The Secretariat continued its efforts to review sourcing platform databases launched in 2019 and evaluate the effectiveness of these platforms. It also continues to identify new outreach platforms, professional organizations, specialized and local job boards from unrepresented and under-represented countries, universities and recruitment partnerships, as well as leveraging United Nations system-wide recruitment events to enhance its ability to reach a diverse and targeted audience.

13. Using its outreach efforts, the Secretariat continued to strengthen its monitoring of the forecasts of vacancies launched in 2021 with the aim of attracting qualified talent through specific talent sourcing and outreach strategies at the beginning of the recruitment process. During the reporting period, the Secretariat undertook in-person or online recruitment missions to 14 Member States³, (compared to 9 Member States in the previous reporting period) including to 5 under-represented Member States, during which information and training on the recruitment process and interviewing skills, as well as information on working conditions and other related topics, were provided. Given the limited resources available, these missions continue to be at the invitation, and with the financial sponsorship, of a Member State, or as part of an Agency-sponsored meeting.

14. All requests from Member States to conduct outreach efforts in the reporting period were accepted. The Secretariat will continue to offer targeted recruitment missions to Member States either in-person, where financial sponsorship is available, or by virtual means.

15. In order to complement the recruitment missions and to reach a broader audience of potential applicants, the Secretariat has enhanced its social media recruitment presence to support its outreach actions. The Secretariat continued to conduct regular webinars on multiple topics of interest to candidates including “Preparing a Job Application for the IAEA”, “Pre-screening Process at the IAEA”, “Preparing for Competency-based Interviews”, “Overview of Benefits and Entitlements” and “Women at the IAEA”. In addition, the Agency launched on social media a series of short panel discussions to increase awareness among potential candidates in all geographical regions and to enable participants to ask questions and learn more about the recruitment process, job opportunities and different fields of work available at the Agency. The webinars and the panel discussions are video recorded and are available on the Agency’s website. These videos have attracted more than 100 000 viewers from all geographical regions, compared to 15 000 in the previous reporting period.

16. In support of the Director General’s commitment to achieve gender parity in the Professional and higher categories in the Secretariat by 2025, the Secretariat continued to raise awareness of employment opportunities for qualified women candidates, proactively sourcing women in technical and specialized

³ Brazil, China, France, Finland, Germany, Japan, Malaysia, Mexico, Republic of Korea, Pakistan, Russian Federation, Switzerland, Ukraine and United States of America.

fields from unrepresented and under-represented Member States as indicated in *Personnel: Women in the Secretariat* (document GOV/2023/47-GC(67)/19).

17. The Secretariat continued to send out email newsletters and has increased the frequency of the newsletter to twice a month, aimed at promoting the monthly webinars and other relevant content about the Agency, and to provide a list of open vacancies. The number of subscribers has reached 8200 (compared to 5982 in the previous reporting period), and this has contributed to the Agency's effort to expand the distribution of available vacancies to a broader audience.

18. The Secretariat continued to make presentations at meetings and virtual events sponsored by the Agency in the Vienna International Centre and other locally conducted conferences and also targeted a younger audience through recruitment booths at universities, postgraduate specialized institutions and school events.

19. Furthermore, the Secretariat continued its efforts to increase its attractiveness for candidates from diverse backgrounds, including women, through the implementation of a variety of measures aimed at providing an enabling work environment, such as the "Promoting a Respectful Workplace" initiative, health and well-being initiatives, and work-life balance policies and arrangements.

20. The Secretariat has implemented a candidate experience survey to gather feedback from candidates who have applied to Agency vacancies. On the basis of the feedback obtained changes to the recruitment process have been made, to improve communication, timeliness and retention of applicants.

C.3. Further Developments during the Reporting Period

21. The Secretariat continued to use a web-based application system for advertised vacancies. A total of 38 641 completed applications were submitted in the system within the reporting period. During the reporting period, the Secretariat received an average of 83 applications for each vacancy notice in the Professional and higher categories, 50.2% of which were from developing countries, which has increased from 45.2% in the previous reporting period.

22. The Secretariat continued to make efforts to reduce the time needed for recruitment by maximizing the use of technology in the recruitment and selection process and by strengthening workforce planning.

23. During the reporting period, the Secretariat continued its efforts to enhance the internal mobility of staff and carried out 40 career development reassignments in the Professional category.

D. Statistical Data

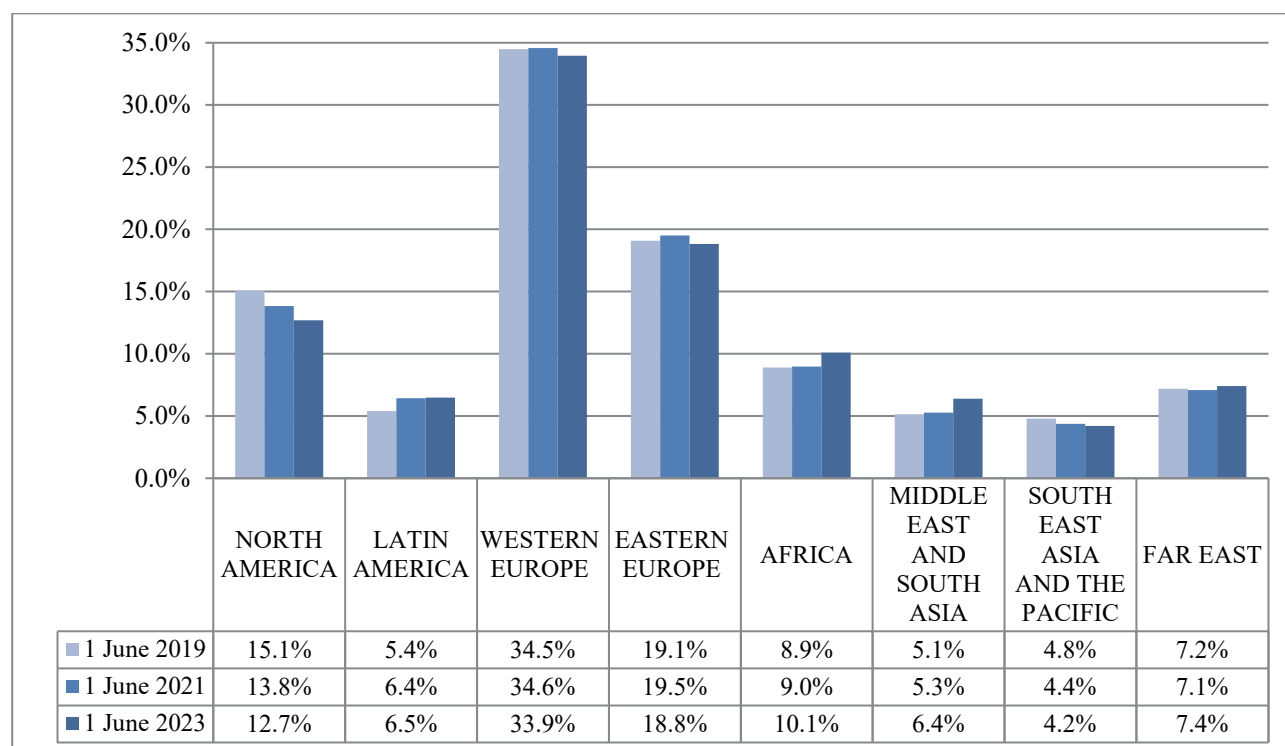
24. The total number of regular posts in the Professional and higher categories as of 1 June 2023 was 1334, of which 144 were vacant (compared with 1368 posts, of which 153 were vacant as of 1 June 2021). Although the number of vacant posts as of 1 June 2023 was lower than that as of 1 June 2021, recruitments were delayed for a number of positions due to budgetary constraints.

D.1. Representation of Member States in the Secretariat

25. The number of Agency Member States increased from 173 to 176 over the reporting period and the number of Member States represented in regular posts increased to 111.

26. As of 1 June 2023, the representation of Western Europe was 33.9%, Eastern Europe 18.8%, North America 12.7%, Africa 10.1%, Far East 7.4%, Latin America and the Caribbean 6.5%, South East Asia and the Pacific 4.2%, and Middle East and South Asia 6.4%.

Percentage of Staff in the Professional and Higher Categories by Geographical Area



D.2. Staff from Developing Member States

27. The number of staff members from developing Member States increased over the reporting period from 376 to 386, resulting in an overall representation at 32.4% (compared to 30.9% as of 1 June 2021).

28. During the reporting period, the Agency received applications from 166 of the 176 Member States and from 114 of the 119 developing Member States. However, about 90% of all applications from developing Member States came from 46 of these developing Member States.

D.3. Staff from Unrepresented or Under-represented Member States

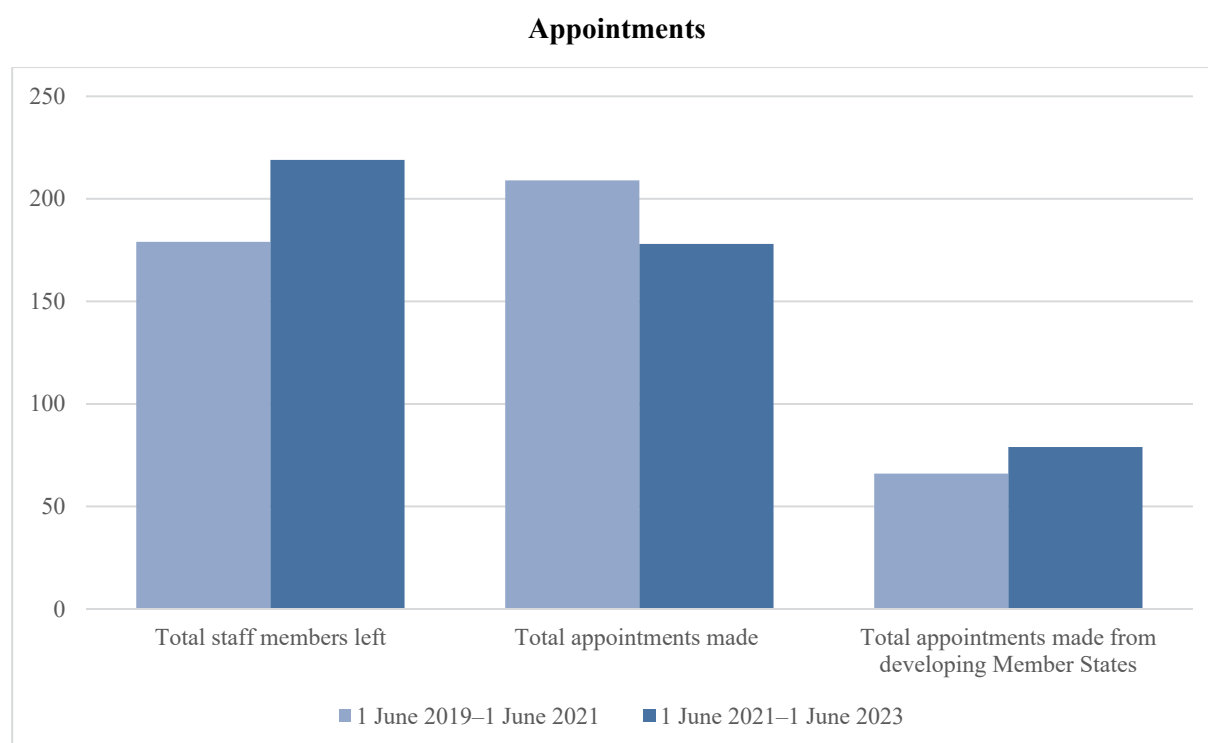
29. In accordance with resolution GC(65)/RES/15.A, the Secretariat has analysed those geographical regions that are under-represented and the number of positions by which each region is short compared with the regional share of contributions to the Regular Budget. Currently, the Far East and the North America regions are under-represented, the Far East region being under-represented by 60 staff members and the North America region by 16 staff members.

30. The Secretariat's continued its efforts to reduce the number of unrepresented Member States. During the reporting period, the number of applicants from unrepresented and under-represented Member States declined, with 5801 (15.1%) applications received, compared to 6319 (14.8%) in the previous reporting period. The number of recommended applicants from these countries decreased from

169 to 109 compared to the previous reporting period, however a higher percentage of them were offered positions, 21.1% compared to 16.3% in the previous reporting period.

D.4. New Appointments

31. During the reporting period, 173 appointments were made to regular posts while 219 staff members left the Secretariat. Of the total number of appointments, 77 were from developing Member States (representing 44.5% of the total, compared to 31.6% in the previous reporting period) and 130 were women (75.1% of the total, compared to 56.4% in the previous reporting period).



32. During the reporting period, 7 senior staff left the Secretariat, and 8 appointments of senior staff were made. As of 1 June 2023, 15 senior staff were from developing Member States, which accounts for 27.8% of all senior staff (compared with the same number of senior staff from developing Member States, which accounted for 29.4% on 1 June 2021).

D.5. Forecast of Separations

33. On 1 June 2023, the Secretariat had 1190 regular Professional staff. A total of 295 are expected to leave in the next 7 years as a result of reaching retirement age (280) or as they are already holding a final fixed term contract (15).

34. Of the current 1190 regular Professional staff, 81 will reach retirement age between 2023 and 2025, of which 34 are in the Department of Safeguards. Over the next 2 years, 6 Member States will see 50% or more of their nationals who are currently staff members leave the Secretariat due to retirement, while 13 other Member States will see 25% to 50% of their nationals retire.

E. Consultants

35. Consultants are not staff members and are engaged to supplement the staff of the Secretariat for a limited time, usually providing expertise, skills or knowledge for the performance of a specific task or piece of work of a professional nature that has a defined end date. Consultants are engaged in their individual capacity and are not institutions or corporate bodies, nor are they representatives of such. Consultants perform specific, well-defined tasks resulting in a predefined output or well-defined tasks of an advisory nature. The Secretariat has a database in place to record the activity, output and performance of consultants.

36. The selective use of consultants has been of considerable support to the Agency in the delivery of its programme. They provide cost-effective, essential expertise, and are often available at short notice so that projects are able to deliver the required results. Compared to the first year of the 2020–2021 biennium, Regular Budget consultant expenditure decreased by 12.1%.

37. The Secretariat strives to ensure diversity in the selection of consultants. On 1 June 2021, there were 94 consultants from developing countries out of a total of 255, representing 36.9%. On 1 June 2023, there were 103 consultants from developing countries out of a total of 248, representing 41.5%.

38. The Agency continued to use the contractual modality for consultants which had been revised in the previous reporting period to strengthen provisions on potential conflicts of interest, including but not limited to possible commercial advantage. Furthermore, the Agency continued to raise awareness among hiring managers on the importance of being vigilant for conflicts of interest and on the identification of potential conflicts of interest during selection of consultants.

F. Way Forward

39. The Secretariat will intensify its efforts to increase the number of staff members from developing countries and from those Member States which are unrepresented or under-represented, building on the progress that has been made over the past two years. The Secretariat continues to rely on Member States to help identify suitably qualified candidates from as broad a range of Member States as possible and needs the active support of Member States in its outreach measures. It is only through the joint efforts of the Secretariat and Member States that the Secretariat can be adequately and appropriately staffed with individuals of the highest competence, managerial capability and integrity.

40. The Secretariat has considerably strengthened its network of recruitment channels and internal capacity to identify, attract and build talent pools, particularly from unrepresented, under-represented and developing Member States. The Secretariat will continue its efforts in this regard, and also further strengthen the process of partnering with Member States and professional networks to reinforce potential candidates' knowledge about the Agency's recruitment process and open vacancies. The Secretariat will continue to offer targeted outreach campaigns, including recruitment missions in-person, where financial sponsorship is available, or using virtual platforms.

Finland				5	2	1		1	9
France	1	1	4	22	24	20			72
Georgia						1			1
Germany			4	11	12	5			32
Ghana					3	2		1	6
Greece				3	7	2		1	13
Guatemala					1				1
Hungary				3	8	6	1		18
Iceland							1		1
India				4	9	14	9		36
Indonesia				1	5	4			10
Iraq						1			1
Ireland			1	5	3		1	1	11
Islamic Republic of Iran					2	4			6
Israel				1					1
Italy	1			13	15	13	3		45
Jamaica						1			1
Japan			2	3	5	5	1		16
Jordan			1	2	1	2			6
Kazakhstan				1	3	1			5
Kenya			1		3	8	1		13
Korea, Republic of			1	3	13	4			21
Latvia					1		1		2
Lebanon				1	4	1			6
Lesotho						1			1
Libya						1			1
Lithuania				3	2				5
Malawi						1			1
Malaysia				3	3	1			7
Mauritius				1	1				2
Mexico		1		2	4	5			12
Monaco			1						1
Mongolia					2	1	1		4
Morocco	1			2	3				6
Myanmar					1		1		2
Namibia					1				1
Nepal						2			2
Netherlands				3	3	1	1		8
Nicaragua				1					1
Nigeria			1		5	3			9
North Macedonia				2	4	2	2	2	12

Norway							1		1
Pakistan			1	2	2	4			9
Panama						1			1
Peru					1	2	1		4
Philippines			2		1	3	1		7
Poland		1		2	1	2	1		7
Portugal				2	3		1		6
Republic of Moldova				2		1			3
Romania				6	8	4	3	1	22
Russian Federation	1		1	6	15	23	2		48
Senegal					1	2			3
Serbia				1	5	3			9
Singapore					2				2
Slovakia				3	4	6	1	1	15
Slovenia				1	2	1			4
South Africa			1	3	8	7			19
Spain			1	10	8	10	1		30
Sri Lanka					1				1
Sudan					2	2			4
Sweden				6	4	1			11
Switzerland					3				3
Syrian Arab Republic				1		1	1		3
Tajikistan						1			1
Thailand					2	2	1		5
Trinidad and Tobago					1		1		2
Tunisia				1	4	2	1		8
Türkiye				3	7	4			14
Uganda				1	3	2			6
Ukraine			1	2	5	4	1		13
United Kingdom			2	20	30	16	3		71
United Republic of Tanzania						3			3
United States of America	1	1	10	32	46	27	2		119
Uzbekistan					1				1
Venezuela, Bolivarian Republic of						1			1
Viet Nam				1	1	3			5
Yemen				1		1			2
Zambia					2				2
Zimbabwe				2	1	3	1		7
Total Staff	6	4	44	261	442	349	75	9	1190

**Consultants Holding Special Service Agreements by Nationality
as of 1 June 2023**

Nationality	Women	Men	Total
Albania		1	1
Algeria		1	1
Argentina	4	4	8
Australia		3	3
Austria	6	10	16
Belgium	1	5	6
Bosnia and Herzegovina		1	1
Brazil	3	7	10
Bulgaria	1	1	2
Burkina Faso		1	1
Canada	2	5	7
Chile	1		1
China	3	4	7
Colombia	3		3
Croatia	1		1
Cuba	1	1	2
Czech Republic	1	1	2
Denmark		1	1
Egypt	1	5	6
Ethiopia		1	1
Finland	1		1
France	2	11	13
Germany	4	2	6
Greece	3	1	4
Hungary	1	1	2
India	9	10	19
Indonesia		1	1
Ireland		3	3
Israel	1	1	2
Italy	3	6	9
Japan	1	7	8
Jordan		2	2
Korea, Republic of		1	1
Latvia	1	1	2
Lebanon	1	2	3

Malaysia	1	1	2
Mexico	2	1	3
Morocco	1	2	3
Netherlands	1		1
North Macedonia		1	1
Not Available		2	2
Pakistan		9	9
Panama		1	1
Philippines		1	1
Poland	1	1	2
Republic of Moldova	1		1
Romania	2		2
Russian Federation	1	4	5
Saudi Arabia		1	1
Serbia	1		1
Slovakia		1	1
Slovenia		2	2
South Africa		1	1
Spain	4	1	5
Sri Lanka		1	1
Sweden	4	1	5
Switzerland		1	1
Tunisia		2	2
Türkiye	1	2	3
Uganda	1	2	3
Ukraine	2	1	3
United Arab Emirates		1	1
United Kingdom	2	6	8
United Republic of Tanzania		1	1
United States of America	6	13	19
Uruguay		1	1
Total	86	162	248



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