WORKING FOR THE IAEA

CONTENTS

AN INTRODUCTION TO THE IAEA

Founded in 1957 within the UN family, the IAEA serves as the world's intergovernmental forum for scientific and technical cooperation in the peaceful uses of nuclear energy. Its principal objectives under its Statute are *"to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world" and "ensure, so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose"*.

The IAEA pursues its objectives by promoting the transfer of nuclear technology and know-how, encouraging the creation of an international culture of safety and reliability in the utilization of nuclear energy, safeguarding nuclear materials so as to ensure that they are used exclusively for peaceful purposes and disseminating information on the peaceful uses of nuclear technology.

Membership of the IAEA continues to grow and demand for services in all areas of nuclear sciences and applications is increasing steadily. The mandate of the IAEA has been summarized as Atoms for Peace. Today, the Director General feels that the mandate could be better understood as Atoms for Peace and Development.

The IAEA's headquarters are in Vienna. Operational liaison offices are located in Geneva, Switzerland, and New York. Regional offices are located in Toronto, Canada, and Tokyo, Japan.

IAEA programmes and budgets are set through decisions of its policy making bodies:

– The General Conference comprises all Member States *(see Annex 1)* and meets for a one week session every year;

– The Board of Governors oversees the ongoing operations of the IAEA. It comprises 35 Member States and generally meets five times a year, or more frequently if required for specific situations.

The IAEA Secretariat is led by the Director General, who is the chief executive authority, and six Deputy Directors General who head the major Departments. A multidisciplinary professional and support team of approximately 2500 scientific, technical and administrative personnel from over 100 countries work at the Secretariat, implementing the IAEA's programmes.

Nuclear engineers, nuclear physicists and nuclear safeguards inspectors constitute the largest groups of Professional staff members. [1]

The other scientific and technical occupational groups consist of engineers, biologists, agricultural scientists, physicists, marine scientists, chemists, medical doctors and mathematicians with a wider variety of specializations.

The major administrative occupational groups include accountants, human resources specialists, computer experts, procurement specialists, lawyers, translators, editors, project managers and librarians.

IAEA Professional staff comprise a multicultural group of experts from the Member States. They carry out the functions of the IAEA by two different means. First, they contribute as individual experts. Second, they organize input from experts who are nominated by their countries to deal with specific tasks, such as preparing standards.

IAEA staff members are international civil servants who owe allegiance solely to the IAEA and are required to not accept instructions from any government or other national authority.

The work of the IAEA is carried out through six Departments *(see the organizational chart in Annex 2):*

- Management;
- Nuclear Energy;
- Nuclear Safety and Security;
- Nuclear Sciences and Applications;
- Safeguards;
- Technical Cooperation.[2]

[1] The term 'Professional staff member' refers to persons whose work requires the understanding of an organized body of theoretical knowledge that is of a level equivalent to that represented by a university degree, whereas General Service staff members work in areas of administrative, technical and scientific support.

[2] This brochure deals with the recruitment of regular staff members. For information on the recruitment of technical cooperation experts, please contact the IAEA Department of Technical Cooperation.

OUR WORK

OFFICES REPORTING TO THE DIRECTOR GENERAL

Director General's Office for Coordination

The objectives of the Office are to: (i) carry out strategic and policy planning and coordinate policies for all areas of the IAEA's programme; and (ii) maintain effective relations and communications with Member States, other UN bodies, international organizations and civil society.

Secretariat of the Policy-making Organs

The Secretariat assists the IAEA's Policy Making Organs *(the Board of Governors and the General Conference)* to effectively perform their statutory responsibilities and their other functions in overseeing the ongoing operations of the IAEA.

Office of Internal Oversight Services

The Office was established to strengthen the IAEA's ability to change through improved management practice, as well as to enhance programme performance and accountability.

Office of Legal Affairs

The objectives of the Office are to: (i) ensure the legally appropriate performance of the IAEA's work, to prepare legal instruments, including international agreements and internal regulations, to provide legal interpretations of these instruments and regulations; (ii) ensure that the legal aspects of the IAEA's work programme are appro-priately addressed; (iii) provide advice on legal questions relating to the work of the IAEA and to provide assistance for the development of nuclear legis-lation in Member States; and (iv) ensure a coordinated approach to legal issues common to the UN system.

Office of Public Information and Communication

The Office of Public Information and Communication (OPIC) provides objective, accurate and timely information about the IAEA and nuclear developments that fosters public understanding of the IAEA's global roles. It also provides advice to the Director General on his relations with the media and organizes his press briefings. The Office coordinates the communication activities for the rest of the house and assists in the media aspects of major IAEA events and conferences, in collaboration with the Communication Advisers in the Departments.

For more information, see:
www.iaea.org/About/Jobs/dgo.html

Professionals in these areas have expertise in:

- Certified accounting and auditing
- Economics
- International relations
- Law
- Management analysis
- Political science
- Communication

"WORKING AT THE IAEA IS A COLOURFUL AND FASCINATING EXPERIENCE. IT IS A PLACE WHERE YOU CAN LEARN SOMETHING NEW EVERY DAY."

Giselle Ruiz de Neumayr
(Dominican Republic)

Growing up in Dominican Republic, Giselle always knew that she wanted to study law and work with people. "I never had nuclear in mind and I am still surprised that I work in this field."

After graduating with honours from the Universidad Iberoamericana in Santo Domingo (DR), she won a scholarship to study at the University of Nottingham (UK), where she earned a LLM in International Commercial Law that triggered her interest in public procurement and her desire to work for the public sector. She began her career as a Legal Officer in the General Legal Section of the Office of Legal Affairs in 2010. Her main areas or work are contracts and procurement.

Giselle provides support to her technical colleagues by making sure that the IAEA's projects are within the appropriate legal framework. Although sometimes it is a challenge to strike the right balance between scientific and legal requirements, she is successful because of good communication and trust staff members place in each other's expertise.
Giselle feels honoured to contribute to the wide spectrum of areas covered by the Agency's work, which impacts people around the globe in areas like agriculture, human health, and energy production.
She particularly enjoys the multicultural environment and the high level of professionalism of her colleagues.
For Giselle, Vienna is a beautiful city and a great place to raise her three children. During the summer, she takes full advantage of the hiking and swimming opportunities easily found around Vienna.

MANAGEMENT

PROVIDING SUPPORT SERVICES ESSENTIAL TO THE EFFICIENT OPERATION OF THE IAEA

The **Department of Management** *(MT)* provides a wide range of support services to the IAEA's other Departments, and the Professionals in this Department carry out challenging activities in very diverse areas.

The objective of the **Office of Procurement Services** is to ensure the timely acquisition of goods and services, ensuring value for money through competition and due regard to the principles of fairness, integrity and transparency.

The **Division of Budget and Finance** prepares and administers the IAEA's annual budgets, which determine the allocation of financial resources to the programme of the IAEA. The Division works to ensure the continued confidence of the Board of Governors and Member States in the financial management of the Secretariat.

The **Division of Conference and Document Services** facilitates the effective exchange and dissemination of information between the Secretariat and Member States, and among Member States, by organizing meetings and conferences, and editing, printing and distributing documents and scientific and technical publications in the six official UN languages.

The **Division of Human Resources** provides services ranging from human resources planning, recruitment, staff development and career management to salary and benefits, as well as medical and health related services.

The **Division of Information Technology** provides reliable and sustainable information and communication technology solutions and services.

The objective of the **Division of General Services** is to provide efficient and effective general administrative support services including: operational maintenance, facilities management, archiving and records management, travel, transportation, housing and insurance, as well as property management and the commissary.

Professionals in the Department of Management have expertise in:

- Accounting
- Administration
- Computer sciences
- Finance
- Human resources
- Procurement
- Translation

"THOSE WHO CAN BEST MANAGE CHANGE ARE A STRONG ASSET FOR THE AGENCY."

Tapiwa Jongwe *(Zimbabwe)* is the Human Resources Management Information Specialist in the Division of Human Resources.

With a Master's degree in Computer Science and postgraduate studies in International Relations, Tapiwa comes to work every day with the awareness and confidence that he is going to face new and exciting challenges in his field. His passion for technology helps him contribute greatly to our mandate by simplifying the IT and business processes for the IAEA.
In his position, Tapiwa finds the simultaneous coordination of a number of critical activities to be one of his greatest challenges, but he loves to deliver IT solutions which will improve the everyday routine of all staff members. He is constantly striving to enable his colleagues to understand how the proper use of information technology can positively contribute to the IAEA mandate.

For professionals considering the possibility of working for the IAEA, Tapiwa strongly recommends the experience. He considers that, regardless of the department within which you may work, you will always improve your cultural and professional knowledge. You may well be amazed by some of the most innovative peaceful uses of nuclear technology. Tapiwa feels that Vienna is a hassle-free metropolis, which is very family-friendly and offers many cultural opportunities. Tapiwa tries to spend as much time as possible with his family and highly appreciates the IAEA's policy on flexible working hours. When not in the office, Tapiwa can be found playing sports, travelling around, or enjoying one of the many great restaurants in the city.

NUCLEAR ENERGY

FOSTERING SUSTAINABLE NUCLEAR ENERGY FOR THE FUTURE

The IAEA assists countries in developing or improving their capabilities for applying nuclear energy and related technologies for peaceful purposes.

The **Division of Nuclear Power** assists Member States in increasing their capability to implement and maintain competitive and sustainable nuclear power programmes, and develop and apply advanced nuclear technologies. The Division's Professionals give specific advice on nuclear energy, including nuclear programme planning, and plant construction and operation. They advise on the technical, economic and financial requirements for sound nuclear power projects. They collect and disseminate information and assist in the improvement of power plant performance, operations capabilities, quality assurance and infrastructure development. Also, they are involved in the coordination for the development of innovative reactor technologies and future design concepts.

The **Division of Nuclear Fuel Cycle and Waste Technology** supports Member States in increasing their capabilities in policy making and strategic planning, technology development and implementation of safe, reliable, economically efficient, proliferation resistant and environmentally sound nuclear fuel cycle and waste management programmes. Professional staff advise Member States and organizations in Member States on uranium mining and resources, environmental aspects associated with all types of fuel cycle facility, advanced fuels and the management of irradiated fuel from power and research reactors. They also assist in and advise on strategies, engineering solutions and technologies for managing various types of radioactive waste from different sources *(including decommissioning)* in a safe, environmentally sound, cost efficient and sustainable manner.

The Planning and Economic Studies Section (PESS) seeks to enhance the capacity of Member States to perform their own analyses regarding electricity and energy system development, energy investment planning and energy environment policy formulation, and to assess the potential role of nuclear energy in the context of mitigating climate change and contributing to sustainable energy development. Assistance includes: transferring modern planning methods, tools and databanks; training for model set-up and application; and interpreting, synthesizing and applying model outputs to policy formulation. PESS also conducts energy-economics-environment *(3-E)* analyses of nuclear technologies and their competitors, focusing on competitive energy markets,

environmental impacts and sustainable energy development. PESS maintains databanks of energy and economic data for all Member States plus nuclear power projections through 2030, and is developing a system of Indicators for Sustainable Energy Development. As the expert UN agency on nuclear energy, the IAEA, conducts research and provides input for international negotiations on climate change and sustainable development.

The IAEA distributes scientific and technical information worldwide to decision makers and professionals in the field, and the *INIS and Nuclear Knowledge Management Section* plays a key role in accomplishing this. Through the International Nuclear Information System *(INIS)*, Member States have access to wide ranging information on the peaceful uses of nuclear science and technology, including an extensive collection of non-conventional literature. As the INIS Secretariat, the Section manages INIS and promotes information gathering and cooperation within an international network of Member States. It also develops methodology and guidance in nuclear knowledge management, facilitating sustainable education and training in nuclear science and technology and supporting knowledge maintenance, analysis and integration.

The *IAEA Library* provides professional information management and services to Member States in all areas of the IAEA's activities. It manages and preserves information resources, while providing information services to Member States. It also promotes information exchange, cooperation and resource sharing between nuclear information centres and libraries worldwide.

Professionals in the Department of Nuclear Energy have expertise in:

- Energy economics
- Engineering (chemical, civil, electrical, industrial, mechanical, mining, structural, reactor physics and engineering)
- Environmental sciences
- Information and library sciences
- Natural and earth sciences
- Physics and chemistry
- Waste technology

For more information, see: ***www.iaea.org/OurWork/ST/NE/index.html***


RADIOACTIVE
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"IF YOU WANT TO GO FAST, GO ALONE.
IF YOU WANT TO GO FAR, GO TOGETHER."

As the Technical Head for the Nuclear Power Division, **Ki-Sig Kang** *implements expert missions and organizes international conferences with professionals from all over the world.*

Ki-Sig Kang *(Republic of Korea)* is the **Technical Head for the Nuclear Power Division in the Department of Nuclear Energy**.

His career started with a university degree in Mechanical Engineering and later continued with a PhD in Nuclear Engineering from the Republic of Korea Advanced Institute of Science and Technology. Ki-Sig is an award-winning staff member who is inspired by the Agency's mission and has con-tributed through various roles over the years.

Before joining the IAEA, he worked in the design of advanced power reactors, supervised the construction of nuclear power plants and developed strategic planning for R&D programmes. At the IAEA, Ki-Sig has been able to support programmes that improve the safety and the performance of operating nuclear power plants all over the world as well as provide guidance to new comers to start nuclear power programmes. He particularly appreciates his role in facilitating information exchange via expert missions and workshops. As part of his job, he also develops guidelines and shares experiences and best practices with Member States.

He believes that what makes working at the IAEA unique is being able to establish large networks with inter-national experts to promote the peaceful uses of nuclear energy. He particularly enjoys organizing international con-ferences and participating in the publi-cation of new technical documents.

Ki-Sig is very goal-oriented and always looks forward to seeing the imple-mentation of results after the many meetings and missions in which he is involved. He is also motivated by assisting Member States with guidance on running nuclear power plants with high performance while maintaining high levels of safety.

His advice to professionals considering a career at the IAEA or an international organization is to "Never give up trying your best to become a better and better expert in your field." He particularly encourages women in the technical and scientific areas to consider the IAEA for opportunities. As part of his com-mitment to mentoring young professio-nals, Ki-Sig enjoys supporting students from the Republic of Korea who live in Vienna. He is also a board member of the Korean Culture Center.

In his free time, Ki-Sig enjoys running and hiking around Vienna, which he considers a calm and clean city.

NUCLEAR SAFETY AND SECURITY

PROTECTING PEOPLE AND THE ENVIRONMENT

The IAEA is at the centre of inter national efforts to provide a strong, sustainable and visible global nuclear safety and security framework, working to protect people, society and the environment from the harmful effects of ionizing radiation.

The **Department of Nuclear Safety and Security** formulates and implements the IAEA's programme for a strong, sustainable and visible global nuclear safety and security regime that provides for protection of people and the environment from effects of ionizing radiation, minimization of the likelihood of accidents or malicious acts that could endanger life and property, and effective mitigation of the effects of any such events.

Technical and policy experts work within the

- **Division of Nuclear Installation Safety,**
- **Division of Radiation, Transport and Waste Safety,**
- **Office of Nuclear Security, Incident and Emergency Centre,**
- **Safety and Security Coordination Section.**

The **Office of Nuclear Security** is responsible for coordinating and implementing the IAEA's Nuclear Security Plan to prevent, detect and respond to acts of nuclear terrorism and threats thereof. The Office organizes a large number of evaluation and advisory services, training courses and workshops, and convenes meetings with Member State experts for the purpose of improving the methodology used and the nuclear security framework. It liaises with other international organizations and Member States to enhance cooperation and the outreach of nuclear security information.

It is organized into three sections:

The **Incident and Emergency Centre (IEC)** serves as the IAEA's focal point for responding to nuclear or radiological incidents and emergencies and for promoting improvement in Member State emergency response and preparedness. It provides for an integrated system through which States, their competent authorities, international organizations, technical experts and the Secretariat can effectively share information and experience, and coordinate the provision of assistance for response to or preparedness for incidents or emergencies.

The **Safety and Security Coordination Section (SSCS)** ensures technical consistency and coordination between the IAEA's activities in the nuclear, radiation, transport and waste safety and nuclear security programmes. The SSCS's efforts are aimed at ensuring effectiveness, integration and continuous improvements of the global nuclear safety and security framework. The SSCS provides support and coordination to promote a high level of harmonization and alignment for the various safety and security activities within the regime. In addition, the SSCS provides assistance to promote effective communication and knowledge management.

The objective of the **Division of Nuclear Installation Safety** is to achieve and maintain a high level of safety of nuclear installations worldwide under design, construction or operation by: establishing standards of safety for the protection of health, including standards for nuclear power plants and other nuclear installations and facilities; and, providing for the application of these standards through, inter alia, support for the IAEA's technical cooperation programme, the rendering of services, the promotion of education and training, the fostering of information exchange and the coordination of research and development. The Division has five sections.

The *Operational Safety Section's* main aim is to enhance Member State capabilities to manage and maintain a high level of safety in nuclear installations through operational safety review services. It aims to improve operational safety in Member States through the use of IAEA Safety Standards and continuous self-assessment, and to make available to Member States good industry practices and performance in nuclear installations worldwide. The Section seeks to strengthen the capability of Member States to enhance their operational safety performance through the use of operational experience feedback and corrective action programmes.

The *Safety Assessment Section* endeavours to increase the capability of Member States to achieve a high

level of safety by promoting the use of advanced safety assessment tools with enhanced integration of deterministic and probabilistic approaches and the use of safety performance indicators; and strengthening quality assurance in nuclear safety.

The *Regulatory Activities Section* supports the enhancement of effective regulatory infrastructures for nuclear safety in Member States. Its activities include safety review missions, the development and revision of safety standards, the maintenance of an incident reporting system service for nuclear power plants, and organization with respect to the Convention on Nuclear Safety.

The *Research Reactor Safety Section* implements Member State decisions to develop an international research reactor and fuel cycle facility safety enhancement plan and regime. Activities in this area include monitoring research reactors subject to project and supply agreements and assisting Member States possessing such reactors in fulfilling all the relevant safety obligations. The Section also covers a wide range of topics related to research reactor and fuel cycle facility safety, including siting, design, construction, commissioning, utilization and decommissioning.

The *International Seismic Safety Centre (IEC)* services were initiated to provide advice on site related safety aspects and safety management of nuclear power plants, related to the protection of nuclear installations as regards both natural and human induced hazards and design aspects of systems, structures and components. Subjects included in its reviews include: geology, tectonics, geophysics, seismology, seismic hazard assessment, meteorology, flooding including tsunamis, geotechnical engineering, structural engineering, mechanical engineering, hydrogeology, oceanography, volcanology dispersion, population distribution, and malevolent and human induced hazards.

The **Division of Radiation, Transport and Waste Safety** develops and maintains standards for radiation protection, radioactive waste safety and safety in the transport of radioactive material that enable the beneficial uses of radiation to be exploited while ensuring appropriate protection of workers, the public and patients. It also assists Member States in the implementation of these standards and provides related services.

The Division has three sections:

The *Radiation Safety and Monitoring Section* is responsible for the delineation of a global radiation safety regime to protect workers, patients and the public from all types of exposure to natural or artificial radiation, according to the most recent scientific knowledge

and information. It also provides radiation monitoring and protection services for staff members and experts who may be exposed to ionizing radiation due to activities conducted by the IAEA.

The *Regulatory Infrastructure and Transport Safety Section* provides Member States with safety standards, guidance and tools to foster regulatory infrastructure for the control of radiation sources, for the safe transport of radioactive material and for managing information for the identification of needs in Member States that would be used to improve radiation, transport and waste safety.

The *Waste and Environmental Safety Section* is responsible for the delineation of a global waste safety regime to protect the public and the environment from the effects of ionizing radiation, based on the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, the development of safety standards for the management of all types of radioactive waste and the provisions for the application of waste safety standards.

Professionals in the Department of Nuclear Safety and Security have expertise in:

- Design and operation of nuclear power plants
- Engineering (chemical, civil, electrical, industrial, mechanical, mining or structural)
- Physics
- Physical protection
- Radiation, transport and waste safety
- Waste safety and waste technology

For more information, see:
www-ns.iaea.org

"LEARNING FROM THE CHERNOBYL EXPERIENCE"

Elena Buglova *is leading the Incident and Emergency Centre of the IAEA, which serves as a focal point for preparedness and response for nuclear or radiological emergencies independent of their cause.*

Elena Buglova *(Belarus)* is the **Head of the Incident and Emergency Centre** (IEC) of the IAEA

Elena gained her professional experience in radiation protection and in preparedness for emergency response in Belarus, a country heavily affected by the accident at the Chernobyl nuclear power plant in 1986. She holds both a PhD and Dr.Sci. in medical science.

Before joining the IAEA in 2002, Elena was working as the Head of the Laboratory of Radiation Safety and Risk Analysis at the Institute of Radiation Medicine of Belarus. After the Chernobyl accident, she was closely involved in the development and justification of criteria for protective actions, such as relocation and restriction of food consumption; the assessment of potential radiation induced health effects among the population; and in updating the national emergency plans and procedures. At the IAEA, Elena was leading the Centre during the IAEA's response to the accident at TEPCO's Fukushima Daiichi Nuclear Power Station in 2011.

"I like the challenges of my job, which require me to stay on top of the latest technical and managerial advancements, as these are areas where you cannot slow down. I value the team spirit within the Centre, where I am privileged to work with a great team of people who are so devoted to a common outcome", says Elena.

Her work comprises managerial and professional activities. The IEC is a 24-hour contact point for notification and requests for assistance. Its work covers preparedness for and response to a nuclear or radiological emergency irrespective of its cause. The IEC also assists Member States to enhance their own preparedness for response to a nuclear or radiological emergency. In this connection she has close and frequent interactions with the staff across all the Agency Departments, as well as with representatives of the Competent Authorities in Member States, international organizations and various technical experts.

Elena is married with two sons. In her free time she enjoys being with her family and exploring the artistic parts of Vienna. Her advice to young professionals is to "Educate yourself. Study the area you like, but also learn about related fields, which will enrich your knowledge and widen your horizons. Don't hesitate to challenge yourself with new things and increasingly difficult subjects. It will give you an experience in the ability to face and solve problems."


SAFIN

NUCLEAR SCIENCES AND APPLICATIONS

NUCLEAR TECHNIQUES FOR SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

WATER
ENERGY
HEALTH
AGRICULTURE
BIODIVERSITY

The IAEA contributes to sustainable development in Member States through the use of nuclear and isotopic techniques in food and agriculture, human health, industry, water resources management, environment monitoring, research and protection, giving due regard to safety. Besides promoting research and applications in these areas, staff support the IAEA's technical cooperation activities in areas of their expertise.

The IAEA programme on human health, through the **Division of Human Health**, works to enhance the capabilities of Member States to address needs related to the prevention, diagnosis and treatment of health problems through the application of nuclear techniques.

Its main activities include: coordinating and supporting research; providing technical, advisory and laboratory services; and collecting, analysing and disseminating information (meetings). Scientists help Member States to apply nuclear and isotopic techniques in the diagnosis, treatment and prevention of diseases, and in assessing people's nutritional status in different environments.

The Division is divided into four Sections, which are focused on Nuclear Medicine, Applied Radiation Biology and Radio-therapy, Dosimetry and Medical Physics, and Nutritional and Health-related Environmental Studies,respectively.

The **Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture**

assists Member States to use nuclear techniques and related biotechnologies for developing improved strategies for sustainable food security. It coordinates and supports research; provides technical and advisory services for projects and training activities and laboratory support and training through the FAO/IAEA Agriculture and Biotechnology Laboratory; it collects, analyses and disseminates information for effective transfer of skills and technology. In the field of animal production and health, scientists are helping to develop more sensitive techniques for the diagnosis of animal diseases and to improve animal diets and breeding strategies. Scientists are also using insects sterilized by radiation to control or eradicate insect pests affecting humans, crops and animals.

The **Division of Physical and Chemical Sciences**

assists and advises Member States in assessing their needs for research and development in the nuclear sciences, and supports activities in specific fields, such as: industrial applications of radiation and isotopes; isotope hydrology and geochemistry; nuclear analytical chemistry; plasma physics applications; nuclear physics; radiation chemistry; improvement and maintenance of nuclear instrumentation; utilization of research reactors and particle accelerators; promotion of research on nuclear fusion; collection and provision of nuclear and atomic data for nuclear research and technology and production of high quality medical radioisotopes and radiopharmaceuticals.

These activities aim to help Member States to develop the scientific basis for current and future technologies.

The **IAEA Environment Laboratories**,

located in Monaco, assist Member States to protect the marine environment by improving their capabilities to monitor and assess radioactivity and its potential effects on environment and health, and to use nuclear and isotopic techniques to enhance understanding of the oceans and/or marine pollution transfers and behaviour. Scientists provide technical advice and assistance across a wide range of pollution related and oceanographic issues, such as the effects of radioactive waste disposal at sea.

Nuclear and radiation techniques are also applied to assess water resources and the proper use of geothermal water resources. Complementary studies on global change, especially past and current climate change, are also pursued.

"BE THE CHANGE YOU WANT TO SEE IN THE WORLD"

May Abdel-Wahab, MD, PhD *(Egypt)* is the current **Director of the Division of Human Health**.

She has over 30 years of patient care, teaching and research experience in the field of radiation medicine.

May believes working at the IAEA is a unique opportunity because it involves using technical expertise and cooperation in nuclear applications to improve health globally and promote development worldwide. She emphasizes that at the IAEA, she is able to do meaningful work with great colleagues that inspire her.

Before joining IAEA she was section head of GI Radiation Oncology at the Cleveland Clinic, USA and Professor at the Cleveland Clinic Lerner School of Medicine, Case Western University. She has served, both as a member and chair, on various National and International committees. She has also served on advisory boards and professional journal editorial boards. She is a fellow of the American board of Radiology and is on the Best doctors in America listing, among other honors, including visiting professorships at universities world-wide.

In addition, she has an interest in healthcare access and training, as well as novel solutions to address disparity and diversity issues.

May enjoys painting on her free time and believes that organization and efficiency have been essential in balancing her family life with her career. She loves living in Vienna because it is a welcoming city with great quality of life and a myriad of cultural events.

The IAEA's Environment Laboratories provide a wide range of scientific services contributing to the implementation of programmes in food and agriculture, human health, physical and chemical sciences, water resources, industry, environment and radiation protection. The main areas of work include: provision of analytical *services (i.e. environmental analyses; measurement of radionuclides in air, soil, biota, fresh water, food; measurement of hydrogen and oxygen isotopes for hydrological studies, etc.);* provision of quality control and quality assurance materials for radiochemical analysis, nuclear and other complementary non-nuclear analytical techniques; provision of specialized scientific and technical services related to IAEA programmes; filling gaps in research and development which are needed for the implementation of a programme when they cannot be carried out by Member States; and training of scientists from developing countries in the use of techniques and technologies and in scientific fields.

Staff provide quality control services, produce reference materials and carry out chemical and radiochemical analyses. They also conduct research and provide on-the-job training for scientists from developing countries in topics such as environmental pollution monitoring, development and maintenance of nuclear instrumentation, radiation dosimetry, the use of nuclear techniques for producing food crops with better agronomic properties and studying soil–plant systems, developing immunoassay techniques for the diagnosis of animal diseases and the use of radiation sterilized insects to control or eradicate insect pests.

Professionals in the Department of Nuclear Sciences and Applications have expertise in:

- Physics
- Chemistry
- Food sciences, nutrition, biochemistry, physiology
- Geosciences
- Hydrology
- Radiation oncology
- Nuclear techniques

For more information, see:
www-naweb.iaea.org/na/index.html

„THE BEST PEOPLE WORK AS PART OF A DYNAMIC TEAM, ARE IMAGINATIVE AND PERSIST EVEN WHEN THE OBSTACLES APPEAR INSURMOUNTABLE.“

David Osborn *(Australia)* is **Director of the Environment Laboratories** in Monaco.

David’s interest in science started when he was a high school student participating in a work experience assignment with the Department of Entomology at the Commonwealth Scientific and Industrial Research Organization. Now, with a Bachelor’s degree in Applied Sciences and a Master’s degree in Environmental Law, he has a great understanding of how natural systems work, along with the means of securing their health and conservation. David has always been enthusiastic about using well-informed environmental management to promote a better world.

At the IAEA, David is responsible for identifying environmental problems caused by radioactive and non-radioactive pollutants and climate change, using nuclear, isotopic and related techniques. Here he has the opportunity to be part of a highly qualified team of scientists, technicians and support staff, all working towards that goal. His experience in this field is, however, much longer. Before joining the IAEA, David worked for the different organizations, including the United Nations Environment Programme (UNEP) and the Australian government.

David is the father of four daughters so, according to him, he has no spare time! His days are carefully structured, so he can give his family the attention they deserve. When not at work, David enjoys the pleasures of living in the south of France, appreciating the region’s scenery, with access to both the sea and the mountains, and its amazing food.

SAFEGUARDS

DELIVERING EFFECTIVE NUCLEAR VERIFICATION FOR WORLD PEACE

Through its role as the world's nuclear inspectorate, the IAEA performs an indispensable role in global efforts to further nuclear non-proliferation. The strengthened safeguards system, based on 'comprehensive' safeguards agreements and their 'additional protocols', has established a new and higher standard for effective, cooperative verification of States' nuclear undertakings.

The **Department of Safeguards (SG)** has six Divisions. There are three Operations Divisions, A, B and C, for the implementation of verification activities where safeguards inspectors carry out verification activities in support of the IAEA's safeguards system. These are supported by three operational divisions, one that is responsible for Concepts and Planning, one that covers Information Management, and another that provides Technical Support.

Verification activities of Operations Divisions, A, B and C include:

- Preparing and performing safeguards inspections at nuclear facilities;
- Collecting information in support of future inspections;
- Verifying design information at declared facilities to confirm the completeness and correctness of the information provided by the State;
- Carrying out measurements, calibrating instruments, taking nuclear material and environmental samples, and performing routine maintenance of containment and surveillance equipment in the field;
- Reviewing and evaluating seals, sensors and surveillance data;
- Analysing, evaluating and reporting on the results of inspections;
- Analysing, reviewing and evaluating data collected from facility records, design information and other State reports, inspection results, databases and open sources;
- Establishing and maintaining technical information with regard to safeguarded facilities;
- Acting as facility/site officer;
- Formulating conclusions and appropriate reports for use by senior ma nagement in reporting to States and to the Board of Governors.

Safeguards inspection activities are divided into field activities *(inspections)* and Headquarters activities. Pre- and post-inspection activities are usually done at Headquarters, in addition to other activities such as preparation of verification procedures, involvement in team efforts *(for example, negotiating and drafting Facility Attachments)*, quality control of inspection reports and statements, participation in State evaluations, and provision of operational support.

The **Division of Technical Support** ensures effective and efficient management of safeguards equipment required by the Divisions of Operations, through all lifetime phases; coordinates the activities of Member States Support Programmes; coordinates and provides assistance related to the Department's equipment needs, budgets, expenditures, as well as analytical services associated with nuclear material and environmental inspection sample analysis.

The **Division of Safeguards Information Management** conducts information analysis and knowledge generation necessary to draw independent, impartial and credible safeguards conclusions. Within this Division is the Office of Information and Communications Services, which supports areas relating to the information systems infrastructure and operations, solutions support and development, architecture and compliance.

The **Division of Concepts and Planning** is responsible for strategic planning and for developing and standardizing safeguards concepts, approaches, procedures and practices in order to ensure effective and efficient application of safeguards on a non-discriminatory basis. It supports the Department in the development, conduct and evaluations of safeguards related training for staff and for personnel from Member States. It implements and maintains the quality management system, including process design and improvement, as well as knowledge management performance measures.

Reporting to the Office of the Deputy Director General is the Section for Programme and Resources, responsible for managing the Department's human *(more than 700 staff)* and financial resources *(around €140 million per year)*.

The Section for Effectiveness Evaluation reports directly to the Deputy Director General, and is responsible for the evaluation of safeguards implementation and preparation of the annual Safeguards Implementation Report to the Board of Governors.

The Office of Safeguards Analytical Services is responsible for the analysis of nuclear material and environmental swipe samples, the provision of associated sampling and quality control materials, as well as the coordination of sample shipment logistics, and the Network of Analytical Laboratories *(NWAL)*.

Professionals in the Department of Safeguards have expertise in:

- Engineering (chemical, civil, electrical, industrial, mechanical, mining, structural)
- Information analysis
- Nuclear technologies
- Satellite imagery analysis
- Programme management

For more information: ***www.iaea.org/OurWork/SV/Safeguards***

"THE AGENCY IS AN EXCITING PLACE TO WORK; EXTREMELY DIVERSE AND WITH MUCH TO OFFER"

Davide Parise *(Italy)* is **an NDA Systems Engineer** in the Department of Safeguards.

With a background in nuclear physics, he initially came to the IAEA while writing his PhD thesis on Energetics.

Working for a non-profit organization that benefits people around the globe is his strongest motivation. He also enjoys the good working environment, surrounded by colleagues of different cultures.

In addition, the IAEA offers a non-standard experience and he is constantly learning things that are not written in books. It opens a new dimension in the nuclear field, allowing for the possibility of a complete overview of the nuclear topic and getting to know the different approaches taken by every country on the same issue. Although being an NDA Systems Engineer can be stressful at times, Davide values the possibility of seeing countries from an unusual, non-touristy perspective.

Working in an international organization can be very different from working in a domestic field. Each country has its own way of working, giving Davide the opportunity to develop and gain valuable experience.

Davide thinks that Vienna is a wonderful city within which to live. The city is just big enough to offer a very enriching cultural life experience without the stress of a metropolis. The quality of public transportation makes everything at reach and the geographical position allows for practicing outdoor activities all year long.

"WITHOUT THE SUPPORT OF MY FAMILY, THE MUTUAL UNDERSTANDING, RESPECT, AND REALIZATION OF THE SERIOUSNESS OF MY JOB, I WOULD NOT BE ABLE TO HARMONIZE MY PERSONAL LIFE AND CAREER."

Sahar Shawky *(Egypt)* had her first experience of working at the IAEA in 1989 through the Technical Cooperation Fellowship for Women Programme, where she worked in the Chemistry Unit of the Seibersdorf Laboratories. After completing her PhD in analytical chemistry in Düsseldorf, Germany, she returned to her home country, where she secured various positions with the Egyptian Atomic Energy Authority as a Safeguards Inspector and with the National Centre for Nuclear Safety and Radiation Control as Head of the Central Radio-Analytical Laboratory. It was through the IAEA's website that Sahar found out about a job opportunity at the Agency and joined as a Nuclear Safeguards Inspector, later becoming a Safeguards Analyst before taking up her current post as a Safeguards Evaluator in the Office of Deputy Director General (DDG), Safeguards. Sahar plays an important role in evaluating various aspects of the Department's work, in compiling the Safeguards Implementation Report and in providing support to the DDG to ensure that the quality of the IAEA's work and the credibility of its safeguards' conclusions remain high.

Sahar is extremely committed to her work, and finds it both interesting, as well as challenging, due to cultural differences – something that Sahar believes is one of the best aspects about working at the IAEA. She is proud to be contributing to the international effort on non-proliferation and to further peace. It is the diversity found amongst her colleagues which Sahar believes creates an interesting working environment, and can ultimately impact and change the way that people interact with one another. Sahar's work goes above and beyond that of her dedication to the job and to the IAEA, and she strives to ensure there is balance between all aspects of her life.

TECHNICAL COOPERATION

EXTENDING THE SUSTAINABLE BENEFITS OF NUCLEAR TECHNOLOGIES

The **Department of Technical Cooperation (TC)** helps Member States to improve their scientific and technological capabilities in the peaceful applications of nuclear technology, thus contributing to sustainable development. Over 100 countries in Latin America, Africa, Asia and Europe benefit from this support, which covers areas such as food and agriculture, human health, industry, environment, nuclear power and radiation protection.

The Department manages hundreds of collaborative projects involving the provision of expert services, equipment and training.

Officers work in full partnership ith officers of the IAEA's technical Departments evaluating the objectives and planning the various phases of the projects, in consultation with national authorities. This requires a continuous dialogue with all project stakeholders, including sectoral ministries and other national authorities. Programme management is a stimulating and challenging responsibility requiring professionals with a university degree, preferably in science or technology, and experience in the management of technical cooperation for development.

The operating environment is interactive, participative and dynamic, with continuous inputs received from the Board of Governors, the General Conference, policy and decision makers as well as technical counterparts in Member States, other parts of the Secretariat and the international development community. There are four regional Divisions and a Division of Programme Support and Coordination.

Divisions for Africa, Asia and the Pacific, Europe and Latin America

The Divisions are responsible for planning, programming, implementing and monitoring the technical cooperation programme in accordance with the IAEA strategy. This includes the development of Country Programme Frameworks and the formulation and implementation of projects. Projects are designed to respond to relevant developmental priorities and to foster the self-reliance of Member States in the sustainable application of nuclear techniques, resource mobilization and partnership building, enhanced regional collaboration and cooperation.

Division of Programme Support and Coordination

The Division is responsible for enhancing quality and transparency in the design, delivery and monitoring of the technical cooperation programme through timely, accurate and effective support services. These involve strategies, concepts and tools, communication and partnership services, planning and coordination of policy matters and procedures. They also involve overall guidance and coordination of the management of financial resources, IT services, provision of information to senior management and Member States, including reports to the Board of Governors and the General Conference..

Programme of Action for Cancer Therapy (PACT)

PACT was created by the IAEA in 2004 in response to the developing world's growing cancer crisis. Drawing on the IAEA's 30 years of experience in radiation medicine and technology, PACT aims to help developing countries build a comprehensive, sustainable cancer control programme integrating prevention, screening, treatment and palliative care. In 2009, the IAEA established a Joint Programme with the World Health Organization *(WHO)*. The programme allows for close collaboration with WHO and other key international health organizations through a coordinated global response in developing strategies and specific plans for working with low and middle income *(LMI)* Member States in the design and implementation of comprehensive cancer control programmes.

Professionals in the Department of Technical Cooperation come from a variety of backgrounds, and predominantly have expertise in:

- Management, social sciences, science and technology, and international relations
- Technical cooperation and development programming at the national or international level
- Designing programmes/projects and identifying sustainable approaches that support the achievement of development goals and capacity-building measures

For more information, see:
www-tc.iaea.org/tcweb/default.asp

"TO BE ABLE TO SEE QUITE CONCRETELY THE RESULTS OF YOUR WORK"

For **Jane Gerardo-Abaya** *(Philippines)*, a geologist from the University of Philippines, one of the most satisfying aspects of working at the IAEA is to be able to see the direct impact in Member States of the projects in which she participates.

Jane encountered nuclear techniques in isotope hydrology 28 years ago when working as a technical cooperation counterpart in the Philippines Environmental Management Bureau. Later, as a geologist and geochemist in geothermal exploration at the Philippine National Oil Company-Energy Development Corporation, she continued her involvement as a counterpart on IAEA projects.

Jane began her career at the IAEA as a Technical Officer, working on projects applying isotope hydrology for geothermal development. She subsequently became a Programme Management Officer working with Member States in Latin America and the Caribbean on various topics where nuclear technology added value to developmental issues.

Jane finds it very rewarding to team up with scientific and technical groups on projects dealing with the environment to enhance capabilities in Member States. The aim of these projects is to address developmental issues where nuclear techniques are relevant and to support policy and decision making to work out viable solutions. In 2008 Jane received a Distinguished Service Award from the IAEA for her work and she is currently Section Head in the Division of Asia and the Pacific.

REQUIREMENTS AND CONDITIONS FOR APPOINTMENT

"The paramount consideration in the recruitment and employment of staff and in the determination of the conditions of service 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 Member States to the Agency and to the importance of recruiting the staff on as wide a geographical basis as possible."

Article VII D, IAEA Statute

Educational and technical qualifications

The IAEA follows a structure similar to the organizations of the UN Common System: there are five grades in the Professional category *(P-1 at the junior level to P-5 at the senior level)* and three in the policy making category *(two Director grades and the grade of Deputy Director General)*.

Candidates for Professional posts at the P1 to P3 levels usually require:

- University degree (or equivalent graduate degree);
- 1-5 years of experience in a relevant field.

Candidates for Professional posts at the P4 to D levels usually require:

- Advanced university degree (Master's, PhD or equivalent);
- 7-15 years of experience in a relevant field;
- Resource management experience.

There are two possibilities for posts in these levels: taking on managerial responsibilities or carrying out functions in a highly specialized field of expertise.

Those with managerial responsibilities function as head of a unit or section, or as a director of a division. They participate directly in the preparation and execution of the IAEA's strategy and programmes, manage a budget and assume a leadership role.

Competencies

A combination of skills, attributes and behaviours are included in vacancy notices, such as:

- Ability to work in a multicultural environment and collaboratively in teams;
- Good communication skills;

- Ability to analyse problems thoroughly and systematically and take different approaches to problem-solving and decision making;
- Improving knowledge and skills according to changing requirements and sharing knowledge and information with others;
- Sound judgement, integrity and results oriented approach.

Management skills

Management skills are required of candidates applying for supervisory positions. In particular, the essential abilities are to plan and prioritize work, to set performance expectations, to monitor programmes, to run projects and assignments, to motivate individuals and teams, to delegate, to promote teamwork, to appraise people's skills and expertise, to provide guidance and feedback, to promote a free flow of information and to resolve conflicts.

Professionals at the IAEA may be called upon to work well beyond the established office hours, to meet very short deadlines and to travel extensively — and sometimes to countries with difficult living conditions. They may have to cope with poor technology and other constraints in the field. Nevertheless, they must remain committed and do their job efficiently.

Language and computer skills

The 'official' languages of the IAEA are Arabic, Chinese, English, French, Russian and Spanish. The IAEA's working language is English, so a good command of spoken and written English is **essential.**

Good computer skills are also necessary, in particular word processing, spreadsheets and databases.

The IAEA is interested in expertise in:

Accounting
Administration
Agriculture
Computer sciences
Energy economics
Environmental specialities
Financial management
Human resource management
International cooperation
International law
Languages
Library science
Life sciences
Nuclear engineering
Nuclear medicine
Physical/chemical sciences
Political science
Project management
Public affairs
Radiation protection
Technical cooperation

Geographical distribution of staff

Subject to the above mentioned considerations, in recruiting Professional staff *(other than those requiring special linguistic skills)* the IAEA tries to achieve as wide a geographical distribution of staff as possible. In cases of comparable qualifications and suitability, preference is generally given to applicants from developing Member States and from Member States which are not represented or are underrepresented in the IAEA.

Representation of women

The IAEA strongly supports the principle of 'equal rights of men and women' enshrined in the first sentence of the UN Charter. A gender equality policy has been put in place to increase the representation of women within the Secretariat, particularly at senior and decision making levels and especially in scientific and technical posts, and to mainstream gender issues into the Secretariat's programmes and operations.

Other requirements

Every offer of appointment is subject to a satisfactory medical clearance from the IAEA's Medical Officer. Before appointment, therefore, all selected candidates must undergo a medical examination.

Rotation policy and duration of tour of service

The IAEA does not offer permanent appointments in the Professional category. In order to keep the collective knowledge of the staff up to date and at a high level, especially in scientific and engineering fields, and to ensure the regular introduction of new ideas, the IAEA generally limits the individual's overall tour of service to five years. Appointments to regular fixed term positions are initially made for a period of three years. Based on programme requirements and work performance, the IAEA may offer an extension of two more years, i.e. for a total of five years, which constitute the normal tour of service at the IAEA. A further extension beyond the five year tour of service may be exceptionally granted for programmatic or other compelling reasons in the interest of the IAEA, for up to two years, for a maximum seven year tour of service.

OPPORTUNITIES FOR YOUNG PROFESSIONALS

Junior Professional Officer (JPO) programme

Aside from hiring highly qualified and experienced candidates, the IAEA, through direct funding by its Member States, also offers job opportunities for young Professionals under a *Junior Professional Officer (JPO)* programme. The purpose of the programme is not only to give young Professionals an opportunity to gain work experience in an international environment, but also to provide the IAEA with additional expertise.

These young Professionals must hold an advanced university degree and preferably have at least two years of professional work experience. The JPO works as part of a team and under the guidance of a senior Professional in either a scientific/technical or administrative field.

Currently, only a limited number of Member States who have signed a JPO Agreement with the IAEA are able to offer their young nationals the possibility of joining the Agency as a JPO.

For more information about the Junior Professional Officers programme, see: ***www.iaea.org/About/Jobs/jpo.html***

Internships

The Internship Programme provides young Professionals an opportunity to gain practical experience in an international environment and exposes them to the work of the IAEA and the United Nations. The IAEA accepts a limited number of interns each year. Applicants must be at least 18 years of age and have completed a minimum of two years of full-time studies at a university or equivalent institution towards the completion of their first degree. Individuals may apply up to two years after the completion of their Bachelor's, Master's or Doctorate degree. Internships normally last not less than one month and not more than one year.

For more information about internships: ***www.iaea.org/About/employment/internships***

CONDITIONS OF EMPLOYMENT

This section gives general information relating to the employment of Professional staff internationally recruited for a period of at least one year and holding a regular fixed-term appointment. It does not describe all conditions of service. More detailed information is provided to candidates in the event of an offer of appointment.

Salary and post adjustment

Staff members are paid a net remuneration, exempt in principle from income tax and usually paid in the currency of the duty station, composed of:

- A salary determined within the framework of the UN Common System;
- A post adjustment, which varies according to the cost of living at each duty station in comparison to New York. It is designed to ensure that no matter where the UN Common System staff work, their take-home pay has a purchasing power equivalent to that at the base of the system.

Relocation expenses

The IAEA usually meets the costs of travel from the place of recruitment to the duty station in the case of staff members who have been internationally recruited and of their eligible dependants. It also usually meets the costs of shipping or storing and insuring household effects.

Assistance with visa formalities may be provided, and the IAEA can arrange initial hotel accommodation. Staff appointed for at least one year receive upon arrival an assignment grant for covering initial, settling-in expenses. A repatriation grant is payable to internationally recruited staff upon separation and relocation after at least one

year of service. The amount is linked to the staff member's dependency status and the length of service with the IAEA.

Health insurance

Staff members may choose between two health insurance schemes, the premium costs of which are shared by the staff member and the IAEA. The IAEA also has a non-contributory compensation scheme for injury, illness or death attributable to the performance of official functions.

Health care facilities

There is a well equipped medical service at the VIC which provides occupational health checks and where staff members obtain advice on medical services in Vienna. Travel health information, inoculations and medicines for duty travel and home leave travel are also provided.

Life insurance

Staff members have the possibility of enrolling, at their own expense, in a group life insurance scheme with several levels of coverage.

Pension plan

Participation in the UN *Joint Staff Pension Fund (UNJSPF)* is compulsory for staff members who have an appointment of six months or more, except when he/she is allowed to continue instead in a national pension insurance scheme or the pension insurance scheme of his/her former em-ployer. Besides retirement pensions, the UNJSPF provides disability pensions and — in the event of the death of the participant — survivors' benefits.

The mandatory retirement age is 62. Staff members separating from the IAEA before reaching that age are entitled to either a lump sum withdrawal settlement instead of a pension or *(if they have at least five years of contributory service)* a deferred retirement benefit or *(if, in addition, they are over 55 years of age)* an early retirement pension at a reduced rate. Pensions are subject to annual cost of living adjustments.

More information on:
www.unjspf.org

Housing

A housing service assists in finding rented furnished and unfurnished long term accommodation in and around Vienna. It also advises staff members on other issues concerning housing, especially lease agreements.

Rental subsidy

Internationally recruited staff members may be eligible for a rental subsidy *(up to 40% of the actual rent)* for a maximum period of seven years.

Dependency allowance

Dependency benefits are payable to staff members for dependent spouses who earn a yearly salary under a certain threshold and for children under the age of 21 for whom the staff member provides continuing financial support. Staff members only receive the allowance for dependent children between the ages of 18 and 21 if they are in full-time attendance at a school, university or similar educational institution. Staff members who do not have a dependent spouse may be eligible to receive a secondary dependant allowance for a parent or sibling under certain circumstances.

Education grant

An education grant may be payable in respect of a staff member's child who is in full-time attendance at a recognized school or university. The grant is not payable for attendance at a school free of charge or one charging only nominal fees at the duty station.

Leave

Staff members are entitled to 30 days *(six weeks)* of annual leave. In addition, there are ten official holidays. Policies on paid sick leave and maternity/paternity leave have been put in place.

After two years of service, the IAEA meets the home leave travel costs of internationally recruited staff members who are not of Austrian nationality for travelling *(with spouse and dependent children)* to their home country.

Work/life balance policies

The IAEA has put in place policies to support staff in balancing work with their personal and family responsibilities:

- Flexible working hours
- Part-time work
- Work from home
- Parental leave
- Family emergency leave
- Nursing breaks

Training and staff development

The IAEA provides a variety of in-house training programmes and Professional development opportunities to help staff members update and develop their work related knowledge and skills. These programmes include communication, management, career planning and computer courses. In addition, new staff members and their spouses are invited to participate in the Orientation Programme that will introduce them to the IAEA and to life in Vienna.

The IAEA also offers training at a reasonable cost in all the official languages as well as German to staff members and their spouses who wish to develop their linguistic skills for professional or personal reasons.

The IAEA Headquarters and other facilities

The IAEA's Headquarters are located together with other UN organizations at the Vienna International Centre *(VIC)*, an office complex comprising several towers near the Danube river.

Facilities at the VIC include a post office, a bank, two travel agencies, a pharmacy, a newstand, a dry cleaning service, a restaurant, a self-service cafeteria and a gymnasium. There are on-site child care centres at Headquarters and the Seibersdorf Laboratory *(run in German)* with opening hours corresponding to regular working hours for staff members' children between three months and school age, i.e. six years of age. For older children of preschool age there are municipal 'kindergartens' in the vicinity of the VIC.

Besides municipal day schools, which are run in German, there are a number of private fee paying schools run in English, French and other languages.

The Vienna International School is located near the VIC;
the American International School, the Danube International School or the Lycée Français are other examples.

As these schools often have placement restrictions, new staff members are encouraged to register their children at the school of their preference as soon as possible.

HOW TO APPLY FOR A POSITION IN THE IAEA

All positions are advertised through vacancy notices, which are normally issued months before a position becomes available at the IAEA.
A list of open vacancy notices is available on the IAEA's web site at ***www.iaea.org/about/employment***

Copies of vacancy notices are also sent to all Member States, typically to the Atomic Energy Commissions, Ministries of Foreign Affairs, other international organizations, universities and other educational institutions.
In general, a period of six weeks is allowed for the submission of job applications in response to a vacancy notice.

General Services *(support)* positions are filled on a locally recruited basis and are advertised for a period of four weeks. While every attempt is made to fill such positions from a multinational community, these positions are neither subject to geographical distribution nor to the IAEA's rotation policy. Candidates for General Service positions in Vienna should be in possession of a valid visa for Austria and are responsible for their own relocation upon appointment.

Recruitment step by step

In order to be considered for a position, interested candidates must complete and submit an on-line job application, accessible on the IAEA web site: ***www.iaea.org/about/employment***

The Personal History Form *(PHF)* is an on-line résumé, which includes general information about a candidate's education, employment, languages and references. It is used to evaluate the candidate's suitability for a vacancy, as well as for administrative purposes in case he/she is selected to work with the IAEA.

All applications need to be submitted before the closing date stated on the vacancy notice. Applications received after this date are not considered. Applicants who do not comply with the application guidelines or do not meet the essential requirements specified in the vacancy notice are not considered. Upon receipt, applications for a specific vacancy are forwarded to the division concerned for evaluation and the selection of candidates. In some cases, applicants may be invited for an interview in Vienna or they may be interviewed through a videoconference or by telephone.

The **Division of Human Resources** reviews the selection process to ensure

that appropriate attention has been paid to female applicants and to applicants from developing countries and other countries that are under-represented at the IAEA.

Appointments are made by the Director General or the Deputy Director General for Management.

All applicants are informed of the outcome of their application in due course. An offer of appointment is sent to the selected candidate approximately two months before he/she is expected to take up the position.

If the candidate accepts the offer, he/she receives a Letter of Appointment and, upon acceptance of its terms, becomes an IAEA staff member.

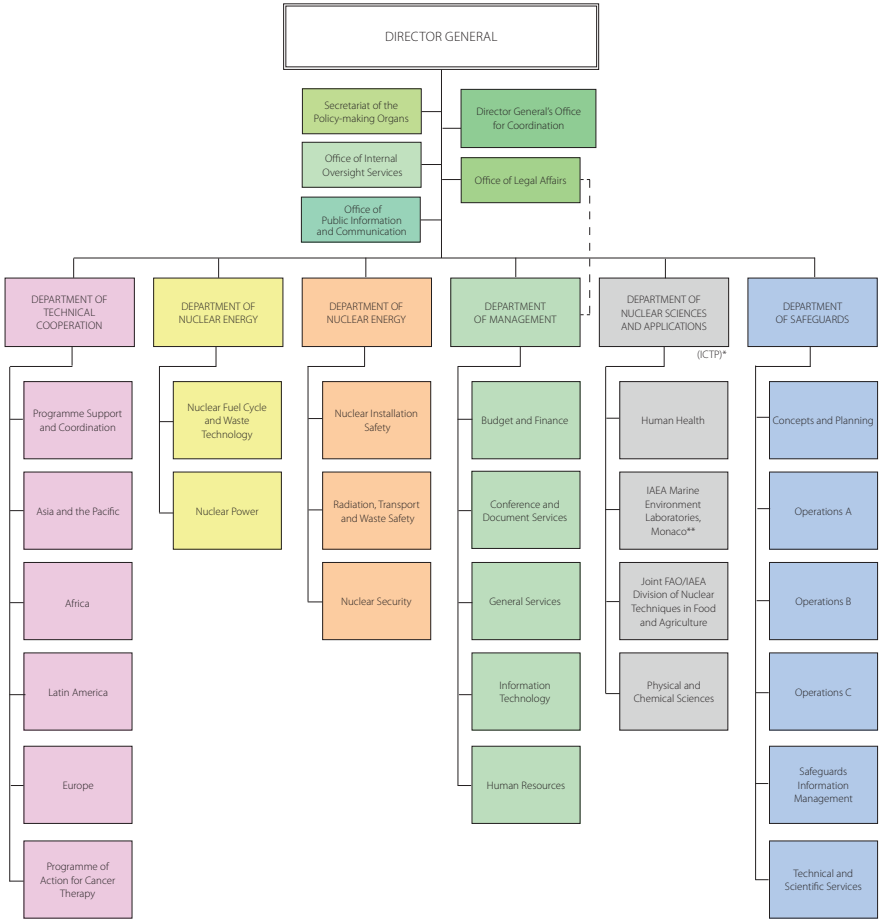
MEMBER STATES OF THE IAEA

(as of July 2015)

AFGHANISTAN
ALBANIA
ALGERIA
ANGOLA
ARGENTINA
ARMENIA
AUSTRALIA
AUSTRIA
AZERBAIJAN
BAHAMAS
BAHRAIN
BANGLADESH
BELARUS
BELGIUM
BELIZE
BENIN
BOLIVIA
BOSNIA AND HERZEGOVINA
BOTSWANA
BRAZIL
BRUNEI DARUSSALAM
BULGARIA
BURKINA FASO
BURUNDI
CAMEROON
CAMBODIA
CANADA
CENTRAL AFRICAN REPUBLIC
CHAD
CHILE
CHINA
COLOMBIA
COMOROS
CONGO
COSTA RICA
CÔTE D'IVOIRE
CROATIA
CUBA
CYPRUS
CZECH REPUBLIC
DEMOCRATIC REPUBLIC OF THE CONGO
DENMARK
DJIBOUTI
DOMINICA
DOMINICAN REPUBLIC
ECUADOR
EGYPT
EL SALVADOR
ERITREA
ESTONIA
ETHIOPIA
FIJI
FINLAND
FRANCE
GABON
GEORGIA
GERMANY
GHANA
GREECE
GUATEMALA
GUYANA
HAITI
HOLY SEE
HONDURAS
HUNGARY
ICELAND
INDIA
INDONESIA
IRAN, ISLAMIC REPUBLIC OF
IRAQ
IRELAND
ISRAEL
ITALY
JAMAICA
JAPAN
JORDAN
KAZAKHSTAN
KENYA
KOREA, REPUBLIC OF
KUWAIT
KYRGYZSTAN
LAOS PEOPLE'S DEMOCRATIC REPUBLIC
LATVIA
LEBANON
LESOTHO
LIBERIA
LIBYAN ARAB JAMAHIRIYA
LIECHTENSTEIN
LITHUANIA
LUXEMBOURG
MADAGASCAR
MALAWI
MALAYSIA
MALI
MALTA
MARSHALL ISLANDS
MAURITANIA
MAURITIUS
MEXICO
MONACO
MONGOLIA
MONTENEGRO
MOROCCO
MOZAMBIQUE
MYANMAR
NAMIBIA
NEPAL
NETHERLANDS
NEW ZEALAND
NICARAGUA
NIGER
NIGERIA
NORWAY
OMAN, SULTANATE OF
PAKISTAN
PALAU
PANAMA
PAPUA NEW GUINEA
PARAGUAY
PERU
PHILIPPINES
POLAND
PORTUGAL
QATAR
REPUBLIC OF MOLDOVA
ROMANIA
RUSSIAN FEDERATION
RWANDA
SAN MARINO
SAUDI ARABIA
SENEGAL
SERBIA
SEYCHELLES
SIERRA LEONE
SINGAPORE
SLOVAKIA
SLOVENIA
SOUTH AFRICA
SPAIN
SRI LANKA
SUDAN
SWAZILAND
SWEDEN
SWITZERLAND
SYRIAN ARAB REPUBLIC
TAJIKISTAN
THAILAND
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA
TOGO
TRINIDAD AND TOBAGO
TUNISIA
TURKEY
UGANDA
UKRAINE
UNITED ARAB EMIRATES
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
UNITED REPUBLIC OF TANZANIA
UNITED STATES OF AMERICA
URUGUAY
UZBEKISTAN
VANUATU
VENEZUELA
VIETNAM
YEMEN
ZAMBIA
ZIMBABWE

ORGANIZATIONAL CHART

(as of July 2015)



* The Abdus Salam International Centre for Theoretical Physics *(Abdus Salam ICTP)*, legally referred to as the *"International Centre for Theoretical Physics"*, is operated as a joint programme by UNESCO and the Agency. Administration is carried out by UNESCO on behalf of both organizations.

**With the participation of UNEP and IOC.