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Data:

56 MAR 2009

Oggetto: AIEA - Annunci posizioni professionali.

Rif.: Messaggio D G.R O Ufficio V, n. 035-45744 del 2/2/2005.

Si trasmette in allegato la Nota del 05/03/2009 con la quale il Segretariato dell'AIEA informa che si renderà prossimamente disponibile il seguente posto vacante:

VA 2009/009 "Section Head", (grade P-5), scadenza 3 aprile 2009;

Eventuali candidature riflettenti adeguatamente le qualificazioni professionali richieste, dovranno essere inviate al Segretariato entro la/e data/e indicata/e.

In proposito si assicura di aver già provveduto all'inserimento diretto delle informazioni nella Banca Dati relativa alle candidature internazionali, secondo le nuove disposizioni citate in riferimento. Per gli uffici che leggono per conoscenza si segnala che gli avvisi relativi ai posti vacanti di cui sopra sono reperibili al seguente sito internet: <http://www.iaea.org/About/Jobs>





IAEA

Atoms for Peace

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

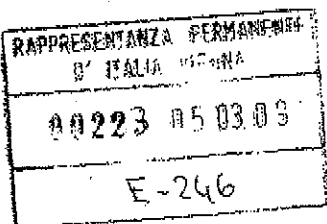
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In reply please refer to: N6.75

Dial directly to extension:



The Secretariat of the IAEA has the honour to inform Member States that Professional posts as described in the attachments will become vacant in the Secretariat shortly. The enclosed vacancy notices describe the duties and responsibilities attached to the posts and the qualifications required for the incumbents. The grade assigned to the successful candidates will depend upon their qualifications and experience.

In making appointments to these posts, due attention will be paid to Article VII.D of the Statute, which provides that: "The paramount consideration in the recruitment and employment of the 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 members to the Agency and to the importance of recruiting the staff on as wide a geographical basis as possible."

The Secretariat would like to draw to the attention of Member States resolutions GC(XXXVII)/RES/621 and GC(XXXVII)/RES/622 which were adopted by the General Conference on 1 October 1993. Under the former, the Director General is requested "to intensify his efforts, in keeping with Article VII of the Statute, over a period of four years to increase substantially, particularly at the senior and policy-making level, the number of staff members drawn from developing countries". By the latter the Director General is requested "to continue his efforts to improve the representation of women in the Secretariat" and "to intensify efforts to recruit professional women candidates, particularly from developing countries, for scientific and technical posts". To assist with the implementation of the above resolutions the Secretariat urges Member States to ensure that qualified women particularly from developing countries as well as other candidates from developing countries be/are given every opportunity to be/are informed about the attached vacancies and be encouraged to apply.

If a Government wishes to put forward candidates for any of these posts, it would be appreciated if a personal history form be completed by each candidate and returned to the Secretariat through official channels as soon as possible and in no case later than the closing date indicated in the relevant vacancy notice.

The Secretariat of the International Atomic Energy Agency avails itself of this opportunity to renew the assurances of its highest consideration.



2009-03-05

Enclosure

INTERNET DISTRIBUTION

The vacancy notices for Professional and higher grade posts are available in English on the IAEA website:

<http://www.iaea.org/About/Jobs>



INTERNATIONAL ATOMIC ENERGY AGENCY

Vacancy Notice for Professional Posts Vacancy Notice No. 2009/009

Issue Date: 20 February 2009

Position and Grade:	Section Head (P-5)	
Organizational Unit:	Tokyo Regional Office Division of Operations A Department of Safeguards	
Duty Station:	Tokyo, Japan	
Type and Duration of Appointment:	Fixed term, 3 years (subject to a probationary period of 1 year)	Application Deadline: 3 April 2009

Organizational Setting

The Department of Safeguards is the organizational hub for the IAEA's safeguards work. The IAEA inspects nuclear-related facilities under safeguards agreements with more than 140 States. There are three Operations Divisions (A, B and C) for the implementation of verification activities. While each Division covers different countries, all three have equal status, functions and responsibilities for applying safeguards. Safeguards inspectors are assigned to these Divisions to carry out assigned verification activities in support of the IAEA's safeguards system. There are two regional offices located in Tokyo and Toronto. Inspectors may be stationed at Headquarters or either of the regional offices, as required.

Reporting to the Director of Operations A, the Section Head of Operations A Tokyo is the Head of the Tokyo Regional Office and functions as a safeguards inspector subject to the approval of the Board of Governors.

Main purpose

The Section Head is responsible for planning, guiding, supervising and implementing the IAEA's verification activities in accordance with the relevant safeguards agreements and additional protocols both within the Section and in coordination with the other Sections in the Division. This includes managing the financial and human resources assigned to the Tokyo Regional Office in the most effective and efficient manner.

Role

The Section Head is: (1) an *adviser* to the Division Director on issues related to the implementation of integrated safeguards in Japan, including policy; (2) a *leader*, providing general strategic direction and motivating staff in the Section, promoting good performance and teamwork and creating an environment where staff can develop their skills and share knowledge and experience and; (3) a *manager* of the human and financial resources assigned to the Section.

Partnerships

The Section Head works closely with the Division Director and senior management of the Department of Safeguards. The Section Head engages with representatives of State authorities, advocating the effective implementation of safeguards activities. He/she interacts closely with the Section's staff and other managers and professional staff within and outside the Division to coordinate and support relevant activities.

Functions / Key Results Expected

Management and organization

- Manage, organize, guide and supervise the work and outputs of the Section and optimize the utilization of human, financial and equipment resources at the Tokyo Regional Office, including the on-site laboratory.
- Ensure that inspectors and General Service staff assigned to the Regional Office are adequately trained to perform their assignments and that continuous process improvement is implemented.
- Perform quality control/assurance for all tasks carried out by the Section.

Planning and implementation of inspections

- Ensure the implementation of effective safeguards verification activities for a broad range of nuclear fuel cycle facilities in Japan, in particular at light water reactors, fuel fabrication facilities and spent fuel storage facilities which come under the Section's responsibility.
- Monitor and provide the necessary input for scheduling duty travel and preparing for in-the-field verification activities for resident and visiting inspectors; ensure that travel policies and procedures are adhered to; perform and oversee the performance of in-field activities; evaluate and supervise the staff and performance of the Section's functions and ensure that appropriate reporting procedures and practices are maintained.
- Analyse and manage the implementation of programmes by the staff in accordance with identified work plans; ensure the necessary input is provided in relation to safeguards approaches and procedures, instrumentation, and technical and computer equipment for the Section, and maintain administrative and technical correspondence with respect to the routine implementation of safeguards.

Safeguards evaluation and negotiation

- Evaluate accounting reports, notifications and State declarations in connection with safeguards implementation for correctness and completeness; review, evaluate and approve reports on verification activities and statements on results of inspections and conclusions.
- Coordinate and provide input for the negotiation of safeguards agreements and additional protocols thereto, and Subsidiary Arrangements, including Facility Attachments; and participate as necessary in negotiations and liaison meetings, including working group, plenary and joint committee meetings.
- Supervise senior inspectors, inspectors and site officers in the preparation and implementation of State- and site-level safeguards approaches, including integrated safeguards approaches and approaches for groups of interrelated facilities, and in the preparation of State evaluation reports.

Coordination

- Contribute to and coordinate the Section's input for the preparation of the Departmental programme, budget estimates, financial plans and inspection schedule.
- Conduct Section meetings and participate in other Divisional and Departmental coordination meetings.
- Maintain contacts with State authorities and participate in consultations and meetings with them.
- Carry out other tasks related to the operation of the Section or assigned by the Director.

Knowledge, Skills and Abilities

- *Management/leadership skills:*
 - High standards of integrity, fairness and transparency to ensure and promote a work environment based on mutual respect, and to perform effectively as a motivating leader in a multicultural environment;
 - Demonstrated ability to think strategically, to set direction and to apply a results-based approach and quality management;
 - Thorough knowledge of human resources and budgeting/financial concepts and principles.
- Strong *analytical skills*, demonstrated sound judgment in applying technical expertise to identify problems and contribute to their solution.
- *Professional expertise:*
 - Demonstrated ability to understand complex nuclear-related activities and a sound knowledge of the nuclear fuel cycle;
 - Good knowledge and understanding of the challenges facing the IAEA's safeguards system highly desirable.
- Demonstrated *interpersonal skills*, with the ability to establish and maintain effective working relations with IAEA staff at all levels and with representatives of Member States. Skills in negotiating with senior officials.
- Excellent *communication skills*, i.e. the ability to represent the Department or Division effectively, to deliver speeches in public forums, to hold briefings and debriefings and to conduct effective meetings with representatives of Member States and other stakeholders.

Education, Experience and Language Skills

- Advanced university or equivalent degree in nuclear chemistry, physics, engineering or a related field.
- At least 10 years' relevant professional experience with increasing responsibilities.
- Extensive experience in safeguards, safeguarding of nuclear material and nuclear material control, or in fields of direct relevance to the above responsibilities.
- Proven track record of excellent leadership and experience in managing staff and financial resources.
- Fluency in written and spoken in English. Working knowledge of another official IAEA language (i.e. Arabic, Chinese, French, Russian or Spanish) desirable.

NOTE: The incumbent of the post will be considered to be a radiation worker and be subject to an appropriate programme of physical and special medical surveillance arranged by the IAEA.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at US \$77 190 (subject to mandatory deductions for pension contributions and health insurance), a variable post adjustment which currently amounts to US \$38 209*, dependency benefits, diplomatic status, rental subsidy, education grant, relocation and repatriation expenses, six weeks' annual leave, home leave, pension plan and health insurance.

*subject to change without notice

How to Apply

Internal and external applicants need to complete an IAEA Personal History Form. Internal applicants must apply on-line. External applicants are strongly encouraged to do so at <http://www.iaea.org/About/Jobs>. If this should not be possible, a Personal History Form can be obtained from their national nuclear energy commission or ministry of foreign affairs, or directly from the IAEA either by mail or through the above Internet address. Please QUOTE THE VACANCY NOTICE NUMBER and address your application to: Recruitment Unit, Division of Human Resources, International Atomic Energy Agency, Wagramer Strasse 5, PO Box 100, 1400 Vienna, Austria. Please do not send additional documentation at this stage. All application material should be typewritten and in English. All applicants will be informed of the outcome of their application in due course. Applications received after the application deadline will not be considered. Applicants who do not comply with the aforementioned application guidelines or do not meet the essential requirements specified in this Vacancy Notice will not be considered. Testing may be part of the recruitment process.

Applications from qualified women and candidates from developing countries are encouraged. Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or to make an appointment with a modified job description or for shorter duration than indicated above.