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	Ministero dell'Università e della Ricerca --	
	Dir. Gen.le per l'Internazionalizzazione	- 0039 06 97727756
	della Ricerca - Uff.I	
	- Gabinetto	-0039 06 58492089
	- Uff. Cons. Dip.	-0039 06 97726007
	Ministero dello Sviluppo Economico	
	- Gabinetto del Ministro	-0039 06 47052847
	- Uff. Cons. Dip.	-0039 06 54449420
	Ministero dell'Ambiente e della Tutela del	
	Territorio	
	- Gabinetto del Ministro	- 0039 06 57288490
	- Uff. Cons. Dip.	- 0039 06 57288325
	Ministero della Salute	
	Dir. Gen.le Ricerca Scientifica e Tec.	- 0039 06 59943874
	Istituto Superiore di Sanità	
	Dipartimento Tecnologia e Salute	- 0039 06 49387075
	ENEA/RES	- 0039 06 3627 2739
	ISPRA	- 0039 06 5007 2941
	Dipartimento Rischio Radiologico	
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	CNR - Presidenza	- 0039 06 490134
	INFN - Amministrazione Centrale Direzione	- 0039 06 9419864
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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 02/06/2009 con la quale il Segretariato dell'AIEA informa che si renderà prossimamente disponibile il seguente posto vacante:

VA 2009/036 "Senior External Relations and Policy Officer", (grade P-5), scadenza 29 giugno 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>

N. Beis

**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

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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.



2009-06-02

Enclosure

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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>



IAEA

INTERNATIONAL ATOMIC ENERGY AGENCY

Vacancy Notice for Professional Posts

Vacancy Notice No. 2009/036

Issue Date: 15 May 2009

Position and Grade:	Senior External Relations and Policy Officer (P-5)	
Organizational Unit:	Technology & Safety Policy Coordination, Interagency Affairs & Protocol Section	
Duty Station:	Office of External Relations and Policy Coordination Offices reporting to the Director General Vienna, Austria	
Type and Duration of Appointment:	Fixed term, 3 years (subject to a probationary period of 1 year)	Application Deadline: 29 June 2009

Organizational Setting

The Office of External Relations and Policy Coordination reports to the Director General, ensures regular correspondence, meetings and contacts with Member States and coordination with intergovernmental and non-governmental organizations with regard to all areas of IAEA activities, and coordinates policies in all areas of IAEA activities and as contained in all documentation for the Board of Governors and the General Conference.

In particular, the Technology and Safety Policy Coordination, Interagency Affairs and Protocol Section manages the coordination and implementation of IAEA policies in nuclear energy, applications, safety and technical cooperation to avoid any duplication of effort and to ensure that the IAEA works as 'one-house'.

Main purpose

Reporting to the Section Head, the Senior External Relations and Policy Officer provides authoritative advice, liaison and expertise on the policy and external relations areas dealt with by the Section.

Role

The Officer is: a *liaison* between internal experts and senior managers and the Member States' diplomatic corps; an *expert*, identifying relevant issues and analysing and reporting on their implications; and an *adviser*, preparing studies and documents and providing advice on their application and interpretation.

Partnerships

The Senior Officer consults with and advises IAEA senior managers on external policy and policy coordination matters. She/he also maintains contacts with Permanent Missions, the United Nations system organizations, and governmental and non-governmental international organizations to raise awareness of technical and policy issues in the IAEA's interest.

Functions / Key Results Expected

- Handle external relations at all levels on subject matters largely covering policies and views on issues of an interdepartmental nature as well as issues for the Policy-Making Organs. The depth of treatment varies according to subject matter, urgency and sensitivity. External relations require political as well as personal tact and discretion, plus the need to take into account and balance the IAEA's interests and concerns and those of the Member States.
- Propose solutions to pending problems in her/his area and decide on ways and means of communicating with representatives of governments, international organizations and non-governmental international organizations in the framework of tasks assigned to her/him. The nature of the proposals will inevitably vary in extent and depth, but are nonetheless important as they guide the implementation of policies on matters concerned.
- Review documentation/correspondence and give advice on matters related to communications with governments and international organizations. Maintain contacts with Permanent Missions, the United Nations system, and governmental and non-governmental international organizations to raise awareness of technical and policy issues in the IAEA's interest.
- Liaise with departments within the IAEA, and coordinate IAEA policies and views on issues of an interdepartmental nature as well as issues for the Policy-Making Organs.

Knowledge, Skills and Abilities

- *Professional expertise:* General knowledge of the United Nations system and particularly of the IAEA.
- *Interpersonal skills:*
 - Personal tact and discretion to conduct effective relations with Permanent Missions and other international organizations to represent the interests of the IAEA.
 - Ability to work in a multicultural environment with sensitivity and respect for diversity.

- **Communication skills:** Ability to report concisely, accurately and promptly on meetings and matters of relevance to the IAEA.
- Ability to convey complex technical and policy issues using language and concepts that are both technically accurate and understandable to general audiences.
- **Analytical thinking and problem solving skills:** Good judgement and objectivity in approaching problems and the ability to propose sound solutions to complex problems.
- Knowledge of MS Office desirable.

Education, Experience and Language Skills

- Advanced university (or equivalent) degree, preferably in political science or international relations.
- At least 10 years of relevant working experience, including at least 5 years at the international level.
- Practical experience and familiarity with the work of international organizations within the field of international relations, in general, and atomic energy, in particular.
- Fluency in written and spoken English. Knowledge of another official IAEA language (Arabic, Chinese, French, Russian, Spanish) desirable.

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 \$45 155*, 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, if 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 a shorter duration than indicated above.
