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Opportunities at the International Atomic Energy Agency (IAEA)

Presentation at the 2017 Postdoc Research Symposium & Career Fair

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Program Director, Nuclear Nonproliferation and Security

August 29, 2017



The IAEA is the world's most important forum for S&T cooperation in the peaceful use of nuclear technology



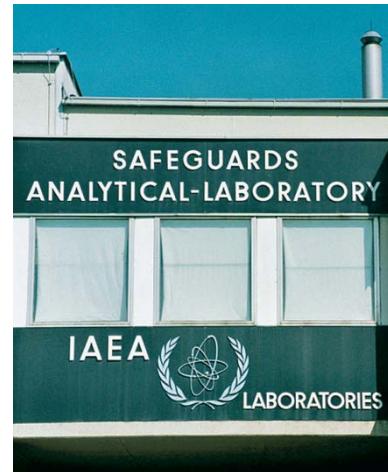
International treaty organization comprising 168 Member States

Established in 1957, following President Eisenhower's "*Atoms for Peace*" speech at the United Nations



The IAEA is headquartered in Vienna, Austria

- ~2500 staff from >90 countries
- Regional offices in Toronto; Tokyo
- Liaison offices in New York; Geneva
- Research laboratories in Seibersdorf, Austria; Monaco



The IAEA's work is build upon three pillars:

Science and Technology

Advise and provide training/services to Member States on nuclear energy, and nuclear/isotope techniques in water resources, human health, agriculture, etc.

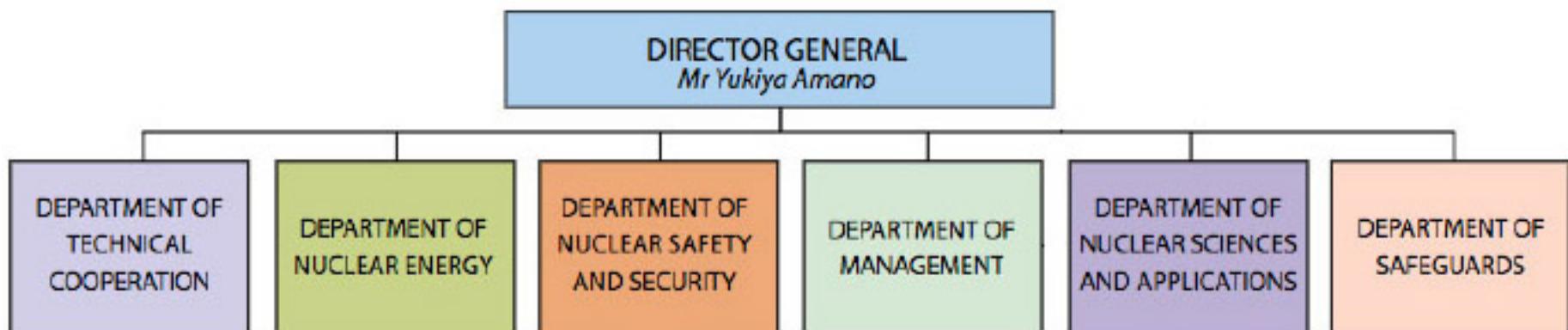
Safety and Security

Assist Member States build capabilities and work to strengthen nuclear safety and security framework globally

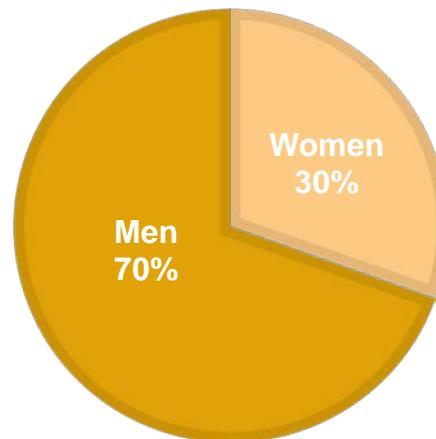
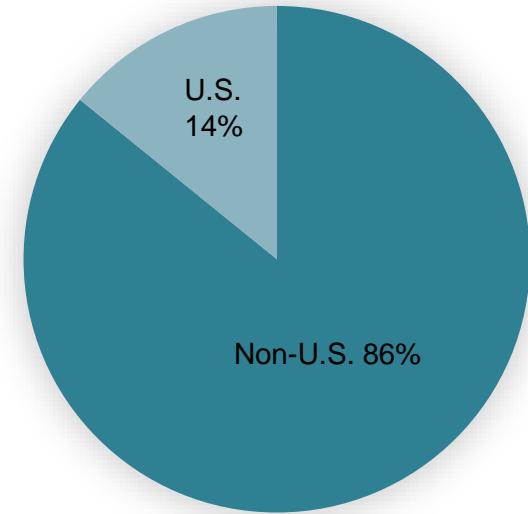
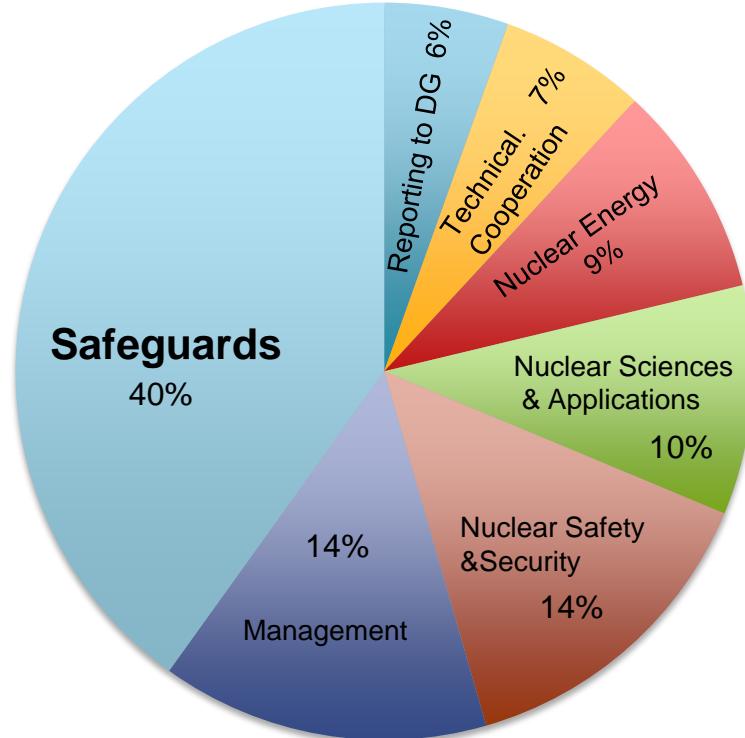
Safeguards and Verification

Implement safeguards to verify that nuclear material in Member States is used only for peaceful purposes by verifying correctness and completeness of nuclear declarations

IAEA Organization



IAEA professional staff



Data Provided by S. Amundson, BNL (Aug 2017)

Los Alamos has been providing end-to-end support for 50 years to meet the IAEA's evolving safeguards needs

Los Alamos has pioneered a wide range of IAEA measurement tools in use today and continues to innovate with new technology



Every new IAEA inspector since 1980 comes to Los Alamos for training

National Public Radio story



SCIENCE

How Do You Find Plutonium? Go To Nuclear Inspector School

October 19, 2015 • 4:25 AM ET
Heard on Morning Edition



Los Alamos encourages staff to take temporary assignments at the IAEA, primarily in the Safeguards Department



IAEA Employment Opportunities – Staff Positions

- **No permanent appointments; jobs are typically 3-7 years**
- **Positions are categorized as P1 – P5, depending on education, experience**
- **Benefits are excellent, including school tuition assistance**
- **IAEA posts vacancy announcements on its website**
- **Candidate completes online profile and submits it to the IAEA**
- **IAEA electronically reviews the application**
- **Selected applications interview online, via video conference**
- **Process takes at least 6 months, and is often longer**

IAEA Employment Opportunities: Junior Professional Officer (JPO)

- **Opportunity to work at the IAEA in Vienna for up to 2 years**
- **Applicants must be U.S. citizens, 18-32 years old**
- **Requires an advanced university degree in relevant technical field**
- **Positions are funded by U.S. outside of regular IAEA budget**
- **Benefits mainly comparable to regular IAEA staff**
- **IAEA submits requests for safeguards positions to the International Safeguards Project Office (Brookhaven) and for non-safeguards positions to the IAEA Program Office (Argonne)**
- **Candidates submit application materials through one of these U.S. offices which serve as the interface to the IAEA for these positions**
- **Process can take at least 8 months, and is often longer**

IAEA Employment Opportunities – Cost-Free Experts (CFE)

- CFEs have specialized skills not readily available among the IAEA professional staff
- Positions are funded by U.S. outside of regular IAEA budget
- Benefits mainly comparable to regular IAEA staff
- IAEA submits requests for safeguards positions to the International Safeguards Project Office (Brookhaven) and for non-safeguards positions to the IAEA Program Office (Argonne)
- Candidates submit application materials through one of these U.S. offices which serve as the interface to the IAEA for these positions
- Process can take at least 8 months, and is often longer

Information and tips for applying for IAEA positions can be found on IAEA and National Lab websites

Tips for Applying

The IAEA receives thousands of applications for employment every year, a limited percentage of which are deemed well-qualified. The following are some suggestions to keep in mind while completing your application for the IAEA.

1) APPLY SELECTIVELY

The IAEA looks for a "perfect match" when filling a position and will reopen a vacancy rather than consider an applicant who only fills some of the requirements. Be sure that you have the maximum amount of directly relevant experience required in the position description.

2) TAILOR YOUR APPLICATION TO THE JOB

Tailor your application to the position description, but also review the IAEA's website and mission, particularly what work and goals in your field - this will help you recognize what a reviewer might be looking for. Highlight your relevant expertise and experience.

3) PROVIDE DETAILED DESCRIPTIONS

Details of past positions are the most important part of the application, especially for experiences that are relevant in the IAEA's work. Include position objectives, routine tasks, special projects, and results achieved.

Remember that job descriptions should not just list what your responsibilities and accomplishments in each position were. They should show how that job has demonstrated your qualifications, or added to your qualifications, for IAEA employment.

Show that you've accomplished similar "Functions/Key Results Expected." Address every point under the "Qualifications, Experience and Skills" section in the job description. However, be sure that your application remains readable and information is easily digestible. Pages of lengthy paragraphs make it easy for reviewers to lose interest.

Key information should stand out *front and foremost*. Answer what you have *10 seconds* to make a strong first impression, then *sell* those with the details.

4) UTILIZE KEY WORDS

Make sure that you're including terms that are imprinted to the IAEA. Double-check for these terms in your application before submitting.

5) NOTE MANAGERIAL EXPERIENCE

Management skills are required of individuals interested in supervisory positions. This will be a key item IAEA is looking for in your application. If you have not supervised or were not directly responsible for overseeing employees, note if you supervised work or trained employees.

On a similar note, IAEA also appreciates teamwork. Highlight this in any jobs or projects, and if you played a leadership role on the team.

6) NOTE IAEA & INTERNATIONAL ACTIVITIES

Be sure to include IAEA meetings, missions, and conferences that you've been involved in, and any key accomplishments or results and any leadership roles that you played (e.g. chair of a committee). Also include other international experience that is relevant to the Agency's work, even if it was not through the IAEA.

If you have not had any jobs or activities at the international level, be sure to emphasize working in a multi-cultural environment, if past jobs required international travel, or any international meetings or conferences in which you participated.

If this information was not appropriate in your employment records, utilize the Letter of Motivation.

7) INCLUDE LANGUAGE SKILLS

While the IAEA's official business is conducted in English, knowledge of other official IAEA languages is considered advantageous.

The other official IAEA languages are: Arabic, Chinese, French, Russian and Spanish. Note your proficiency in these or other languages.

8) FULLY UTILIZE THE LETTER OF MOTIVATION

Do not copy and paste your resume into this section. Take advantage of it to explain your motivation – why you want the job and what you think you can contribute.

9) DOUBLE-CHECK FOR TYPO'S

Typos don't convey the interest and professionalism that your resume should. This is a simple test to pass, and the IAEA does too.

10) CHOOSE REFERENCES CAREFULLY

Your most recent supervisor, as well as those of your references, will be contacted if you are interviewed. Give a short description of the IAEA and the vacancy in each of your references, so they can answer specific questions about your qualifications more accurately.

11) UPDATE YOUR APPLICATION

The maximum period of validity for an application is two years. If you have a general profile in the IAEA's system, be sure to log back into the IAEA's website and ensure that it still represents you and your updated skill set well.

When asked "Where did you learn about opportunities at the IAEA?" please select Other and specify Argonne or Brookhaven National Laboratory. Thank you!

9 people clipped this slide



Preparing for a job interview

IAEA

A webinar
by
Jack Preston (Recruitment Officer, IAEA)





Resources

- **For information about IAEA vacancies and benefits, see www.iaea.org/about/employment**
- ***ISPO website: www.bnl.gov/ispo/***

Based at Brookhaven, the International Safeguards Project Office (ISPO) is responsible for the technical and administrative management of the U.S. Support Program to the International Atomic Energy Agency (IAEA) Safeguards Division

- ***IAEA Program Office website: international.anl.gov***
- *Based at Argonne, this office manages the U.S. interface to the non-Safeguards IAEA support program*
- **Talk with Los Alamos staff who have worked at the IAEA or currently engage in work with the IAEA**

Living in Vienna

