

## **Recruitment of U.S. Citizens for Vacancies in IAEA Safeguards**

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### **Abstract**

The International Atomic Energy Agency (IAEA) relies on its member states to assist with recruiting qualified individuals for positions within the IAEA's secretariat. It is important that persons within and outside the U.S. nuclear and safeguards industries become aware of career opportunities available at the IAEA, and informed about important vacancies. The IAEA has established an impressive web page to advertise opportunities for employment. However, additional effort is necessary to ensure that there is sufficient awareness in the United States of these opportunities, and assistance for persons interested in taking positions at the IAEA.

In 1998, the Subgroup on Safeguards Technical Support (SSTS) approved a special task under the U.S. Support Program to IAEA Safeguards (USSP) for improving U.S. efforts to identify qualified candidates for vacancies in IAEA's Department of Safeguards. The International Safeguards Project Office (ISPO) developed a plan that includes increased advertising, development of a web page to support U.S. recruitment efforts, feedback from the U.S. Mission in Vienna, and interaction with other recruitment services provided by U.S. professional organizations. The main purpose of this effort is to educate U.S. citizens about opportunities at the IAEA so that qualified candidates can be identified for the IAEA's consideration.

### **Introduction**

In 1998, the Subgroup on Safeguards Technical Support approved a program for strengthening U.S. efforts in recruiting people to fill vacancies in the IAEA's Department of Safeguards. The International Safeguards Project Office (ISPO) and the Office of Scientific Personnel (OSP) at Brookhaven National Laboratory (BNL) manage the program. A separate program managed by Argonne National Laboratory focuses on recruitment for non-safeguards vacancies.

The objectives of the recruitment program are 1) to provide a coordinated mechanism for recruitment, 2) to increase awareness within the United States of employment opportunities available at the IAEA, 3) to bring well-qualified U.S. candidates for key safeguards positions to the attention of the IAEA, and ultimately 4) to increase U.S. representation at the IAEA.

The program was started in late 1998. ISPO and OSP developed a list of activities to meet these objectives. To date, accomplishments include establishing a recruitment Web page, identifying points-of-contact at U.S. national laboratories, and selecting an advertising strategy.

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## **Careers in the IAEA's Department of Safeguards**

The IAEA is a complex organization and employs individuals with diverse educational and employment backgrounds. Within the Department of Safeguards, the IAEA needs individuals with backgrounds in nuclear, electrical, mechanical, and software engineering, physics, chemistry, computer science, training, instrumentation, information technology, and related fields. In addition, there are some administrative positions within the Department of Safeguards that require qualifications in liberal arts.

The IAEA recruits worldwide for persons to fill these positions. However, with limited resources, the IAEA relies on its member states to bring vacancies to the attention of qualified individuals. The IAEA has an impressive Web site, [www.iaea.org/worldatom/](http://www.iaea.org/worldatom/), that lists the available vacancies. The IAEA Web site also provides information about working at the IAEA. Vacancies are usually advertised for two or three months. Individuals may apply for IAEA positions by filling out a Personal History Form (available through the Web site) and returning it to the IAEA's Division of Personnel.

The U.S. Mission advises individuals to apply only for those positions for which they are well qualified. In addition, applicants should apply for specific vacancies; the IAEA does not retain general applications that do not correspond to a specific vacancy. Because candidates are sought worldwide, there may be many applicants and it may take the IAEA several months to review the applications. Applicants can inquire about the status of specific vacancies by contacting ISPO.

### **The ISPO Recruitment Web Page**

The ISPO Recruitment Web Page was established in February 1999. The page is embedded in the ISPO Web page, located at [www.ispo.bnl.gov](http://www.ispo.bnl.gov), and includes the following items:

- 1) a link to the IAEA's Web page where IAEA staff vacancies are listed;
- 2) a listing of cost-free expert<sup>1</sup> positions for which ISPO is currently recruiting;
- 3) a personal history database where individuals can register if they are interested in working at the IAEA;
- 4) a discussion forum for Q&A about working at the IAEA and living in Vienna; and
- 5) a hit counter to measure the usage of the Web page.

Individuals who wish to express their interest in IAEA assignments can do so by entering their areas of interest and their qualifications into the ISPO personal history database. ISPO will keep the personal history data on file and contact individuals when positions matching their qualifications become vacant. Entries are password-protected, meaning that only ISPO staff can access the information. Registration in the database is for persons interested in a specific vacancy that is currently available, or future positions in relevant program areas.

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<sup>1</sup> The term "cost-free expert" or CFE refers to the fact that a Member State Support Program reimburses the IAEA for the expenses (salary and benefits) associated with the position. CFEs are not, as some people assume from the name, unpaid workers.

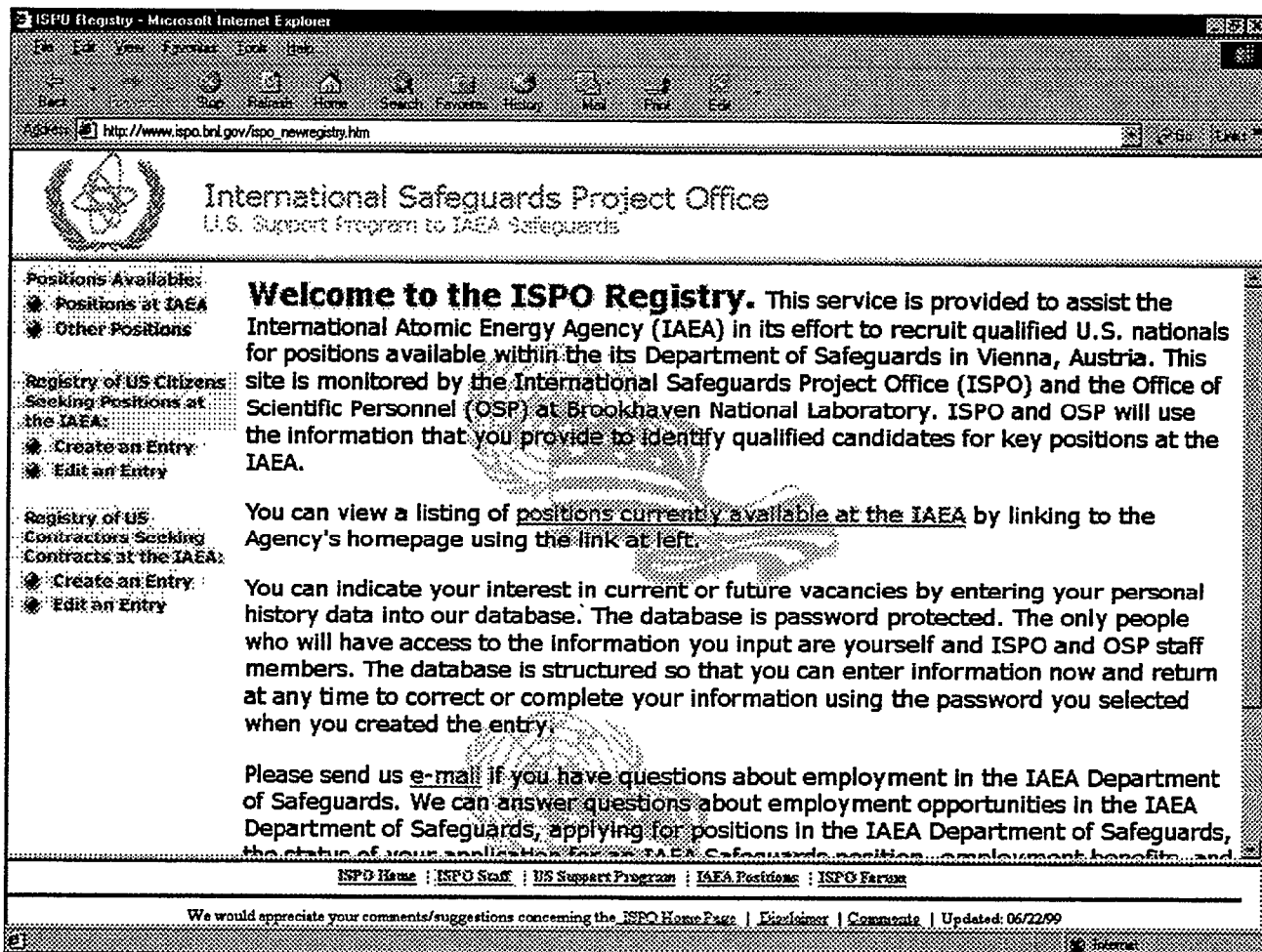


Figure 1: Persons interested in available vacancies in the IAEA Department of Safeguards can indicate their interest by creating an entry in the ISPO Registry.

The discussion forum is intended to connect people interested in working at the IAEA with those living in Vienna and working at the IAEA. Candidates and other interested parties are invited to post questions. Current and former IAEA staff-members will monitor the forum so that questions posted there will be answered by people who have lived in Vienna and worked at the IAEA.

ISPO updated its "Guidebook for U.S. Citizens Going to Work for the IAEA Department of Safeguards" in January 1999. The Guidebook is available upon request from ISPO. In addition, the Guidebook will be added to the Web page as an additional source of information.

## Advertising

In connection with this project and with recruiting for cost-free expert positions, ISPO and OSP have investigated several advertising media. Contacts and newsletters at the National Laboratories, Web pages, professional magazines and meetings, and newspapers are key mechanisms for advertising.

A network of contacts is being established in the National Laboratories. The POTAS laboratory coordinators have been asked to act as points-of-contact for their home institution. ISPO uses e-mail and faxes to bring important vacancies to their attention. ISPO further encourages these people to advertise IAEA vacancies in their laboratory's newsletters, although this option requires the concurrence of the newsletter's staff and the laboratory's management.

#### **OVERSEAS OPPORTUNITIES**

Mid-career opportunities for U.S. Nationals who specialize in Nuclear Safeguards exist at the International Atomic Energy Agency in Vienna, Austria. Of immediate interest to the Agency is recruitment of the following specialties:

- Nuclear NDA System Engineer
- Network and System Specialist
- Unit Head/Project Management

Further particulars and application materials may be obtained from the International Safeguards Project Office website: [www.ispo.bnl.gov](http://www.ispo.bnl.gov).

#### **Technical Services Opportunities**

Investigate exciting mid-career opportunities with the International Atomic Energy Agency, Vienna, Austria.

The Department of Safeguards is seeking qualified applicants for a variety of positions. Candidates must be U.S. Nationals.

- P-4 Containment & Surveillance Specialist
  - P-5 Unit Head, Unit for Unattended Remote Monitoring Systems
- Division of Technical Services  
Department of Safeguards

Information and assistance for applicants is available through the ISPO website, which can be found at [www.ispo.bnl.gov](http://www.ispo.bnl.gov). For further information, please e-mail Donn DeCaro, [decaro@bnl.gov](mailto:decaro@bnl.gov), or tel: 516 344-2380.

**International Atomic  
Energy Agency**

Figure 2: These advertisements were placed in newspapers with national circulation. The notice shown above was placed in The New York Times in April 1999 and the notice at the right was placed in The Washington Post in June 1999.

Web pages of other organizations are inexpensive mechanisms for advertising. The Institute of Nuclear Materials Management (INMM), the American Nuclear Society (ANS), and the Institute of Electrical and Electronics Engineers (IEEE) all have Web pages that feature advertisements. The ANS and IEEE have well-developed pages that provide information about a variety of job opportunities to assist their members in finding new jobs. The IEEE page includes a link to the ISPO and IAEA pages. A generic ad has been placed on the INMM Web page. This ad can be modified to address specific vacancies.

In March, ISPO began placing advertisements in professional magazines and newspapers. Because vacancies are only listed by the IAEA for two or three months, and magazines require between one and two months' notice of advertisements, it is difficult to advertise specific vacancies. Therefore,

magazine advertisements are phrased in general terms. The New York Times and the Washington Post have been used to publicize specific vacancies because notices can be placed relatively quickly, and these newspapers enjoy wide distribution. We also believe that newspapers will be useful to advertise vacancies, such as those in information technology, that require expertise outside the nuclear field.

In 1999, OSP will participate in the annual meetings of the INMM and the ANS. OSP has attended these meetings for many years to disseminate information about employment opportunities at the IAEA. This year, OSP will also draw attention to the information available through the IAEA and ISPO web pages.

Based on the feedback received from each of the advertised media tested, ISPO will develop its advertising strategy for FY 2000.

### **Future Efforts**

ISPO will continue to improve upon the efforts already underway. We will continue to identify points-of-contact at the National Laboratories who are interested in disseminating information about IAEA vacancies. We believe that the Web page is an excellent forum for exchanging information about IAEA vacancies. We will continue to improve the page to provide additional information and assistance to potential candidates. A major challenge for the future will be informing target groups about the availability of this resource.

During the second year of the recruitment program, it will be necessary to assess its impacts. An important indicator will be the number of new IAEA staff members that were helped by it.

### **Conclusions**

In the first year of the recruitment program, the majority of our effort was directed towards laying the foundation of support to potential candidates for IAEA Safeguards vacancies. BNL identified points-of-contact at the National Laboratories, established a Web page, and tested various advertising media. Additional work will be required to improve awareness of the Web page as a source of information, to improve the information available through the Web page, and to increase interest in IAEA positions. The following conclusions are drawn, based on these efforts:

1. The Web sites of the IAEA and ISPO provide sufficient information to help U.S. citizens find information about opportunities for employment at the IAEA. One challenge for the future is to make target groups aware of this source of information.
2. Management at the National Laboratories is not motivated to inform its employees about employment opportunities available at the IAEA for fear of losing valued employees. Laboratory management should be made aware that staff assignments at the IAEA can increase the visibility of the National Laboratories. Until this happens, recruitment for IAEA vacancies will depend on the willingness of laboratory personnel to voluntarily assist the effort.

3. Advertisements on the Web pages of professional organizations did not encourage significant feedback from potential candidates. Advertisements in newspapers and professional journals do bring noticeable attention to the recruitment Web page.
4. ISPO's "Guidebook for U.S. Citizens Going to Work for the IAEA Department of Safeguards" is appreciated by applicants as a source of information about the IAEA and Vienna. The Guidebook will be added to the Web page.