

Job Description

Information Technology Security Officer(P4) - (2024/0071 (233733))

Organization NSNS-Information Management Section

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2024-02-13, 4:11:30 PM

Closing Date 2024-03-21, 1:59:00 AM

Duration in Months: 24

Contract Type: Fixed Term - Extrabudgetary

Probation Period: 1 Year

Full Competitive Recruitment: Yes

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE: Please note that the closing date for submission of applications is indicated in local time as per the time zone of the applicant's location.

Organizational Setting

The Department of Nuclear Safety and Security (NS) formulates and implements the IAEA's nuclear safety and security programme, which encompasses the Agency's activities to protect people and the environment from radiation exposure and responds to the needs of its Member States related to nuclear safety and nuclear security.

The Division of Nuclear Security (NSNS) is responsible, upon request, for establishing, coordinating and implementing the IAEA's nuclear security programme to protect against, detect and respond to nuclear security events and threats thereof. NSNS comprises four Sections:

- Information Management Section
- Nuclear Security of Materials Outside of Regulatory Control Section
- Nuclear Security of Materials and Facilities Section
- Programme Development and International Cooperation Section

The Information Management Section (INMA) is responsible for the establishment and maintenance of the mechanisms required to collect, collate and analyse nuclear security related information required for the effective implementation of activities to strengthen the international nuclear security framework. The Section is responsible for managing and maintaining the Incident and Trafficking Database and related information, as well as the system to develop and coordinate the implementation of Integrated Nuclear Security Support Plans. For this purpose, it liaises with other international organizations and Member States to enhance cooperation in and increase the outreach of nuclear security information. The Section is also responsible for managing and maintaining the information technology systems necessary for implementing the work of the Division and providing for information exchange through internal and external information portals. Additionally, the Section is responsible for managing and implementing the programme of activities for raising States' awareness of the threat of cyber-attacks, and their potential impact on nuclear security. The Section is also responsible for implementing arrangements to maintain the confidentiality of sensitive information.

Main Purpose

Under the direct supervision of the Section Head and in close coordination with Member States, the Information Technology Security Officer will support development and implementation of the Division's activities for enhancing Member State's information and computer security activities within their nuclear security regime.

Role

The Information Technology Security Officer is: 1) a substantive expert, specializing in information and computer security implementation for nuclear security regimes. The position entails both project management activities and technical duties contributing to the realization of the projects; 2) a key coordinator and performer in implementing the Division's information and computer security activities with Member States; 3) a Liaison Officer, interacting with technical experts, management and end users within NSNS, across the IAEA, and from Member States and international organizations.

Functions / Key Results Expected

- Identify, propose, plan and subsequently manage activities required for implementation of NSNS activities related to information and computer security.
- Advise on, review and revise as required NSNS's internal information and computer security policies and procedures to ensure continued security of sensitive information entrusted to the Division.
- Lead the development and drafting of a Nuclear Security Series guidance documents for information and computer security implementation as a component of nuclear security. Draft, edit, and propose policy and technical documents related to the implementation of information and computer security within a nuclear security regime.
- Conduct (where needed) information and computer security assessment, advisory missions and International Physical Protection Advisory Service (IPPAS) missions.
- Develop and conduct information and computer security training course for building awareness and enhancing computer security in Member States.
- Interact with other sections, divisions, departments and external organizations as required to complete tasks.

Competencies and Expertise

Core Competencies(Competency Framework)

Name	Definition
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Functional Competencies

Name	Definition
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Client orientation	Helps clients to analyse their needs. Seeks to understand service needs from the client's perspective and ensure that the client's standards are met.
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Information Technology Security Officer(P4)

Commitment to continuous process improvement Plans and executes activities in the context of quality and risk management and identifies opportunities for process, system and structural improvement, as well as improving current practices. Analyses processes and procedures, and proposes improvements.

Technical/scientific credibility Ensures that work is in compliance with internationally accepted professional standards and scientific methods. Provides scientifically/technically accepted information that is credible and reliable.

Required Expertise

Function	Name	Expertise Description
Nuclear Security	Cyber Security for Nuclear Facilities	Extensive knowledge in IAEA Nuclear Security Series guidance. Experience in IAEA guidance development is beneficial
Information Technology	IT Security	Expertise in IT security standard, practices and practical implementation of computer security controls
Information Technology	Information Security	Expertise in information security including information classification and security requirements for classified information
Information Technology	Information Technology For Nuclear Power Plants	Expertise in digital systems used to support nuclear safety and nuclear security functions
Nuclear Engineering	Instrumentation and Control Systems	Extensive knowledge of instrumentation and control systems and associated digital technologies used in nuclear power plants
Training	Training Facilitation	Significant experience in conducting computer security training. Prior experience in IAEA training activities is beneficial.

Qualifications, Experience and Language skills

Master's Degree - Advanced university (or equivalent) degree in information science, computer science, nuclear science, nuclear engineering or related fields

Bachelor's Degree - University degree in information science, computer science, nuclear science, nuclear engineering related field with two years of relevant additional experience may be considered in lieu of advanced university degree

Minimum of seven years of working experience in commercial, national or international organizations in software design and development for complex information systems and with experience in IT project management;

Familiarity with and experience working in the nuclear domain an asset;

Proven technical writing skills: Ability to draft, review, and edit information and computer security guidance documents.

Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$77326** (subject to mandatory deductions for pension contributions and health insurance), a variable **post adjustment** which currently amounts to **US \$ 38431***, dependency benefits, **rental subsidy**, **education grant**, **relocation** and **repatriation expenses**; Other benefits include 6 weeks' annual leave, **home leave travel**, **pension plan** and **health insurance**. More information on the conditions of employment can be found at: <https://www.iaea.org/about/employment/professional-staff/conditions>

General Information

- The IAEA's paramount consideration in the recruitment of staff member is to secure employees of the highest standards of efficiency, technical competence and integrity.
- Staff Members shall be selected without any unfair treatment or arbitrary distinction based on a person's race, sex, gender, sexual orientation, gender identity, gender expression, religion, nationality, ethnic origin, disability, age, language, social origin or other similar shared characteristic or trait.
- The IAEA is committed to gender equality and to promoting a diverse workforce. Applications from qualified women and candidates from developing countries are strongly encouraged.
- Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#).
- The IAEA has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and the IAEA, including sexual harassment, abuse of authority and discrimination.

Evaluation process

- The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the selection criteria stated in the vacancy announcement. Applicants must provide complete and accurate information. Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.
- Candidates under serious consideration for selection may be subject to reference and background checks as part of the recruitment process.

Appointment information

- Appointment is subject to a satisfactory medical report.
- Staff members may be assigned to any location.
- Candidates appointed to posts in the Professional and higher categories are subject to [IAEA rotation policy](#) and their maximum tour of service shall normally be seven years.
- The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above.