**Internship - Supporting the IRRS Strategic Plan Implementation**

**Duration of Internship**

12 months

**Organizational Setting**

Department: Nuclear Safety and Security

Division: Nuclear Installation Safety

Section: Regulatory Activities Section

**Main Purpose**

The main purpose of the internship is to assist the IAEA safety officers in the implementation of the 2020-2024 Strategic Plan of the Integrated Regulatory Review Service [IRRS] and to support the preparation of the IRRS Strategic Plan for 2025-2029.

**Tasks / Key Results Expected**

* Supporting the preparation of the IRRS Strategic Plan for 2025-2029
* Supporting the maintenance of data recorded in DIMO and other IRRS related Database
* Supporting the annual review of the IRRS programme
* Supporting the revision of Self-Assessment Question-sets and uploading the updating version on the online eSARIS platform
* Supporting the organization of meetings in relation to IRRS Strategic Approach Implementation
* Reviewing IRRS and Self-Assessment related presentations and template where appropriate
* Reviewing and preparing an improve structured library for IRRS Material and Missions

**Knowledge, Skills and Abilities**

* Good skill of operation or design of database (Required)
* Good command of MS Office applications (Required)
* Attention to detail and accuracy (Required)
* Experience in using SharePoint (Asset)
* Knowledge on the IAEA Safety Standards (Asset)

**Qualifications and Experience**

* University degree in nuclear engineering, nuclear physics or related science, information technology, international studies
* Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.

**Internships**

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

* To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United National as a whole;
* To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.
* The duration of an internship is normally not less than three months and not more than one year.

**Applicant Eligibility**

* Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
* Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
* Candidates must not have previously participated in the IAEA's internship programme.
* Good written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Spanish or Russian) an asset.
* Candidates must attach two signed letters of recommendation to their application.