**Internship Title**

Internship – Quality Management, Outreach and Training

**Duration of Internship**

12 months

**Organizational Setting**

Department: Department of Nuclear Safety and Security

Division: Division of Radiation, Transport and Waste Safety

Section: Radiation Safety and Monitoring Section

Unit: Radiation Safety Technical Services Unit

**Main Purpose**

Reporting to the Head of the Radiation Safety Technical Services Unit, and under the guidance of Service Group Leaders and Quality Manager, the Intern provides technical assistance to safety-critical services in the field of individual and workplace monitoring, contributes to drafting explanatory and outreach materials on accredited laboratory methods and on knowledge of Quality Management in testing and calibration laboratories, and assists with training initiatives for Agency staff.

**Tasks / Key Results Expected**

* Assist with updating the Agency’s website for the Unit.
* Develop informational and promotional materials about the Unit.
* Develop a SharePoint site for the Unit.
* Assist with the development of instructional videos.
* Collaborate with individual and/or radiation monitoring specialists to develop specific and innovative education and training materials/courses for radiation protection and quality management.

**Knowledge, Skills and Abilities**

* Good command of Microsoft Office applications (required)
* Attention to detail and accuracy (required)
* General knowledge of quantities and units for ionizing radiation (asset)
* Experience with website design and Sharepoint (asset)
* Experience with communication platforms and software (asset)
* General knowledge of international standards for implementation of quality management systems of organizations (ISO 9001:2015), and/or for demonstration of technical competence of testing/calibration laboratories (ISO/IEC 17025:2017) (asset)

**Qualifications and Experience**

* University degree in computer or engineering services, or any closely related technical field. A combination with health physics education or quality management of laboratories, is an asset.
* Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is 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.