

Presentation 3.6

Job Descriptions

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IAEA

International Atomic Energy Agency

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Competence



Competence

Competence is the combination of knowledge, skills and attitudes (KSAs) needed by a person to perform a particular job

- **Knowledge** – facts, information or ideas acquired by a person through study, education, training or experience.
- **Skills** – ability of an individual to perform a particular task
- **Attitude** – is the way of thinking, feelings in which a person views and evaluates people or issues or interests of an individual to perform a job or task to the best ability of that individual

Task and Position

- A task is a measurable, assigned piece of work that is to be completed within a certain time frame. It can be split into sub-tasks.
- A position refers to a generic post of employment which may be assigned to multiple staff, as necessary.
- Positions consist of multiple tasks like (review and assessment, inspection, enforcement)
- Job description shows a list of activities to be performed by a certain individual.

Job Description

- Job description is a written information describing duties, tasks, responsibilities, and qualification requirements for an employee to perform a certain job.
- This is an excellent way for managers to communicate expectations, responsibilities, authority and interfaces to staff, and serve as a useful tool to assess individual performance and identify continuous learning and training needs
- (para 2.61 of GS-G-3.1 [5]).

Contents of Typical Job Description (IAEA)

- Job title;
- Purpose of the job;
- Name of the organization;
- Organizational structure;
- Position in the organization;
- Lines of reporting;
- Duties and authorities;
- Key tasks and responsibilities;
- Accountability;
- Necessary minimum training;
- Necessary knowledge, skills and abilities;
- Necessary education;
- Necessary experience;
- Necessary medical fitness.

Contents of Typical Job Description (PNRA)

- Name;
- Designation;
- Name of the Directorate;
- Job Responsibilities;
- PNRA Experience Last 10 years;
- Anticipated output;
- Date of Joining PNRA;
- Date of Joining Current Directorate;
- Experience of PNRA;
- Qualification

Writing Individual Duties and Authorities

Step 1: PNRA Functions and Responsibilities

- To regulate all stages of nuclear fuel cycle, radiation facilities and use of equipment for production, use or application of nuclear energy
- Make and enforce rules, regulations, orders and codes of practice
- To plan, develop and execute policies and programs for protection of life, health and property against risks of ionizing radiation
- To establish the extent of civil liability in case of nuclear accidents

Writing Individual Duties and Authorities

Step 1: PNRA Functions and Responsibilities

- To grant authorization for the production, storage, disposal, trade-in and use of any nuclear or radioactive material
- To inspect all nuclear installations and radiation facilities for ensuring compliance with National Regulations
- To ensure implementation of corrective actions following unsafe conditions
- To ensure implementation of measures for Physical Protection of nuclear installations and nuclear material



To ensure that emergency preparedness plans are in place

Writing Individual Duties and Authorities

Step 1: PNRA Functions and Responsibilities

- Approve effective reporting procedures relating to radiation incidents
- Establish extent of insurance to be maintained by the operator to cover risk against nuclear damage
- Advise Federal/Provincial Government regarding nuclear safety & radiation protection
- Initiate and Coordinate Research and Development in areas of nuclear safety

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

- Core functions of PNRA
 - Authorization (NSD+WSD+RNSD's)
 - Review and assessment (CNS+NSD+RSD+PPSD+RNSD's)
 - Inspection and enforcement (NSD+WSD(I)+PPSD (I)+RNSD's)
 - Development of regulations and guides (RFD)
- Supplementary functions
 - Research and development (CNS+NISAS)
 - Emergency preparedness (RSD+NRECC)
 - International co-operation (ICD)
 - Human Resource Development (HRD+NISAS)
 - Regulatory Affairs (MED)

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

RFD Tasks & Functions (Regulatory Framework)

- Supervision and Coordination of preparation, adoption, revision, amendment and repeal of PNRA Regulations.
- Formulation and issuance of PNRA Policies.
- Supervision and Coordination of preparation and revision of Regulatory Guides.
- Review and acquire approval of PNRA level internal working procedures.

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

CNS Tasks & Functions (Review and Assessment)

- Review and assessment of licensing submissions such as safety analysis reports, PSR reports, probabilistic safety assessment, etc.
- Safety Analysis in following areas:
 - DBA, BDBA, PSA, Structural & Seismic Analysis
- Assistance in the review of licensees submissions i.e.:
 - Emergency Preparedness Program etc.
 - Review of events/reports related to NPP
 - Audit Calculation of SAR of NPPs and Research Reactors
 - Review of design modifications related to NPPs

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

NSD Tasks & Functions (Authorization & Licensing)

- Licensing of nuclear power plants and manufacturers of nuclear safety class equipment.
- Establishing and maintaining regulatory framework for nuclear safety and equipment manufacturing.
- Inspections and enforcement during manufacturing of equipment of NPPs.
- Review and assessment of submissions of nuclear power plants (NPPs) and equipment manufacturer.

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

RNSD-II Tasks & Functions (Inspection & Enforcement)

- Inspection and enforcement of radiation facilities and nuclear power plants.
- Licensing of radiation facilities.
- Interface with NPP licensee during construction, installation, commissioning and operation phases.
- Licensing of operating personnel of NPPs.
- Review and assessment of licensees' submissions.

Writing Individual Duties and Authorities

Step 2: PNRA Directorates Tasks

MED Tasks & Functions (Strategic Planning and Management)

- Monitor the implementation of PNRA management system manual.
- Periodic review of Strategic Performance Indicators (SPIs) and Specific Performance Elements (SPEs).
- Preparation of PNRA annual report.
- Annual progress monitoring of PNRA strategic plan 2020-23.
- Overall performance assessment of PNRA based on SPIs.
- Conduct internal audit of PNRA departments and monitor the implementation of IBBS action plan



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Writing Individual Duties and Authorities

Step 3: PNRA Individual Tasks

Regulatory Framework

The major responsibilities are :

- Process Control of Development, Revision, Amendment and Repeal of PNRA Regulations and Regulatory Guides in the following areas:
 - Licensing of Radiation Facilities;
 - Manufacturer of Safety Class Equipment & Components
 - Physical Protection; and Security of Radioactive Sources
 - Emergency Planning & Preparedness; and Dispute Resolution
- Process Control of Formulation, Review and Issuance of PNRA Policies
- Process Control for the Preparation and Revision of PNRA Level Documents (DoP, Programs)



Gazette Notification of PNRA Regulations

Writing Individual Duties and Authorities

Step 3: PNRA Individual Tasks

Review & Assessment

The major responsibilities are:

- Review and assessment of licensing submissions such as SARs, PSR reports, PSA reports.
- Safety analysis in the area of electric power and PSA.
- Use of PSA regulator's model for 300 MWe PWR NPPs.
- Development of capabilities in Level-II PSA of NPPs.
- Review of draft PNRA regulations and regulatory guides.
- Review of relevant IAEA draft documents.

Writing Individual Duties and Authorities

Step 3: PNRA Individual Tasks

Licensing/Authorization

The major responsibilities are :

- Management, Planning and coordination of regulatory activities of operating NPPs.
- Review & Submissions including Modifications
- Regulatory Inspections
- Coordination for Periodic Safety Review
- Trend Analysis of Safety Performance of Operating PWRs
- Integrated Safety Assessment of Operating PWRs

Writing Individual Duties and Authorities

Step 3: PNRA Individual Tasks

Strategic Planning and Management

The major responsibilities are:

- Implementation of PNRA Management System.
- Performance Monitoring & Evaluation of PNRA
- Monitoring of PNRA Strategic Plan 2019-23
- Self Assessment of PNRA
- Development of PNRA Strategic Plan 2023-27
- Review and revision of SPIs and SPEs
- Integrated Safety Assessment of Operating PWRs
- Consolidation of PNRA Task & Functions

Thank You

