

Cost-Free Experts

Information for Member States

The International Atomic Energy (IAEA) offers job opportunities for professionals with specialized skills that are either not readily available among the IAEA's staff or cannot be financed under the Regular Budget of the IAEA. There are three types of CFE arrangements: type A, type B and type C. The choice of the type of arrangement is subject to negotiation between the donor Member State and the IAEA.

Cost-Free Experts – Type A

Cost-free experts, type A (CFE-As) are appointed by the Director General of the IAEA and are subject to the IAEA Staff Regulations and Staff Rules. While the IAEA pays their salary, benefits and entitlements directly, the donor State provides the IAEA with the full funds to cover all costs incurred.

CFE-As are accorded a grade level commensurate with the duties and responsibilities of the job (from P-3 to P-5), as classified by the Division of Human Resources in accordance with the International Civil Service Commission classification system. During their period of service at the IAEA, CFE-As are under the authority of the Director General and shall neither seek nor accept instructions from any government or from any authority external to the IAEA.

CFE-A Candidate Requirements

Candidates interested in CFE-A assignments are expected to:

- hold a suitable university degree (for P-3 level positions) or advanced university degree (for P-4 and P-5 level positions) as per the requirements specified in the job description;
- have at least five years of relevant work experience for positions at the P-3 level, at least seven years of relevant work experience for positions at the P-4 level and at least ten years of relevant work experience for positions at the P-5 level; and
- be below the age of 64 on initial appointment with the IAEA.

Duration and Conditions of CFE-A Assignments

The initial duration of a CFE-A assignment is one to two years, with a possibility of extensions up to a maximum number of seven years of service on any combination of appointments or assignments with the IAEA.

Extensions of appointment are subject to the programmatic needs of the hiring Department, satisfactory performance and agreement by the donor State.

CFE-As cannot be engaged in a managerial, supervisory, representative, policy-formulating or decision-making capacity.

CFE-A Financial Requirements

The assignment of a CFE-A must be fully funded by the donor State.

Cost-Free Experts – Type B and C

Cost-free experts, type B (CFE-Bs) and cost-free experts, type C (CFE-Cs) are experts provided by donor States or institutions at no cost or partial cost to the IAEA to perform specific functions or tasks for which no resources are readily available within the IAEA's budget. They are engaged under the contractual modality of a Special Service Agreement (SSA) and are subject to the conditions set therein.

Whereas the choice of the type of arrangement is subject to negotiation between the donor State and the IAEA, if a CFE is assigned to the Department of Safeguards and requires access to information classified as Safeguards Confidential, the CFE can be appointed only as a CFE, type A in view of the provisions of documents INFCIRC/66/Rev.2 and INFCIRC/153 governing the protection and non-disclosure of information obtained in the implementation of safeguards agreements.

CFE-B and CFE-C Candidate Requirements

Candidates interested in CFE-B and CFE-C assignments are expected to:

- hold a suitable academic qualification, as per the requirements specified in the task list;
- have appropriate work experience in their chosen profession, as per the requirements specified in the task list; and
- be below the age of 70, except for CFEs working exclusively from home.

Duration of and Conditions of CFE Type B and C Assignments

The maximum duration of an initial SSA for a CFE-B and CFE-C assignment is two years, with a possibility of extensions up to a maximum total duration of three years.

CFE-B and CFE-C Financial Requirements

In the case of CFE-Bs, the donor State pays the salary, benefits and entitlements directly to the CFE. The IAEA has no financial obligations vis-à-vis the CFE or the donor State.

In the case of CFE-Cs, the costs are shared between the IAEA and the donor State. This arrangement will be made for CFEs provided by a donor State or institution from a developing country with a non-convertible currency.

Choosing a CFE Arrangement

The IAEA will, when additional expertise in specific fields in the form of supplemental staff is required, send letters to potential donor States with a request to consider financing a CFE in a specific area.

In some cases, a donor State will submit to the relevant Deputy Director General or Director an expression of interest to fund a CFE for a particular IAEA programme. In such cases, the IAEA will review the programmatic need for the offered arrangement and, if such a need is confirmed, the IAEA will revert to the donor State with a formal letter to request to finance a CFE.

For CFE-As, the letter will include a job description and a generic cost estimate.

Once a donor State has identified a position that it would consider financing, the donor State should inform the IAEA of its interest and subsequently propose, for each position, at least three candidates identified as qualified through the donor State's application process.

For CFE-Bs and CFE-Cs, the letter will include a listing of tasks/job description.

Once a donor State has identified an expert whose services it would be able to provide to the IAEA, the donor State should inform the IAEA of its interest to provide such an expert in a form of an official written commitment, including a statement that the donor State will cover the relevant costs.

CFE Selection Process

The donor State should instruct candidates to complete their applications in the IAEA's online application system.

Candidates will be reviewed by the IAEA for eligibility based on the above-mentioned candidate requirements. Candidates who meet these requirements will be invited for an interview with the IAEA. Should any of the candidates have prior service with the IAEA which limits either their eligibility to be considered or the duration of their CFE assignment, the donor State will be notified accordingly.

The donor State will be informed of the outcome of the selection process and provided with an estimate of the associated cost (for CFE-As only).

The donor State should transmit to the IAEA the official pledge letter confirming its financial support of the selected candidate, as well as, if not already deposited with the IAEA, the funds as per the cost estimate.

The IAEA will in turn provide the donor State with the acceptance letter for voluntary contribution (for CFE-As) or in-kind contribution (for CFE-Bs and CFE-Cs).

The receipt of the funding is a prerequisite for issuing the offer of employment to the selected CFE-A candidate. Upon acceptance of the offer of employment by the candidate, the onboarding process begins.

For more information or to submit an expression of interest to fund a CFE, please contact the Director of the Division of Human Resources through Official.Mail@iaea.org.

