

ICRP Invites Organisations to Nominate Candidates for the Position of Technical Secretary (Apply by 30 November 2025)

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The International Commission on Radiological Protection (ICRP) is excited to announce an opportunity for organisations to nominate a staff member for the role of **Technical Secretary**.

This is a rare opportunity for individuals to contribute to global efforts in radiological protection, play a key role in the review and revision of the System of Radiological Protection, grow their network, and get an inside view of ICRP.

The position is based on cost-free remote work providing a rewarding and beneficial experience for both the individual and the sponsoring organisation. The incumbent would need to dedicate maximum 4-6 days per month and report directly to the Deputy Scientific Secretary.

Key Responsibilities:

- Provide active support of and involvement in Task Groups, acting as a link with the Scientific Secretariat;
- Organising Task Group meetings, keeping documents, and reporting on the progress of Task Group work;
- Duties of Technical Secretaries may also include writing and editing text both for technical purposes, as well as produce easy-to-read summaries for a broad audience;
- Summaries of publications, bios, and other tasks; and
- Involved in special projects as needed and assigned by the Deputy Scientific Secretary.

This role offers unparalleled exposure to the inner workings of the ICRP and its global network of top radiological protection experts.

Duration of assignment is at least one-year, with the possibility for annual extensions based on performance.

Qualifications:

Candidates nominated for the position of Technical Secretary:

- must be fluent in English language;
- have competences in the areas of work of ICRP Committees and Task Groups;
- have experience in managing scientific work and drafting scientific text in English language;
- have good understanding of the ICRP work and the system of radiological protection;
- have good communication skills;
- have experience in managing large document files and online meeting tools.

Application:

Please send a letter on your organisation's letterhead to ICRP Deputy Scientific Secretary Olga German (olga.german@icrp.org) indicating an interest in a placement in the position of ICRP Technical Secretary, the candidate's CV, and a brief proposal including how much of their time would be dedicated to ICRP activities (ideally about 1 day per week). The first round of applications considered will be those received by 30 November 2025. Based on the applicant pool, multiple candidates may be accepted