



Job Description Print Report

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Position Review

Position Number	173270	Position Type	CFE/JPO	Subject to Radiation	Yes	Subject to GD	No
Hyperion Position Number	R0272	Fund Type	EBR	Parent Position	018049 Team Leader (SGTS-TEF) 8		
Organization	SGTS-Technology Engineering and Foresight Team	FTE	1	CCOG 1	1B07B		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Instrumentation Engineer	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	27-APR-18		
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Job Description Review

Organization Settings

The Department of Safeguards carries out the IAEA's duties and responsibilities as the world's nuclear inspectorate, supporting global efforts to stop the spread of nuclear weapons. The primary role of the Department is to develop and implement IAEA safeguards to ensure that there is no diversion of declared nuclear material from peaceful activities and no indications of undeclared nuclear material or activities in a State as a whole.

The Department comprises nuclear safeguards inspectors, responsible for carrying out inspections and verifications of all-safeguards relevant information for nuclear facilities in over 180 States; and technical staff responsible for a wide range of activities including: developing concepts and approaches for implementing safeguards; developing and maintaining safeguards equipment; providing analytical and laboratory services for sample analysis; collecting, evaluating and analysing safeguards-relevant information; providing information and communication technology infrastructure and services; and providing programme coordination support.

The Division of Technical and Scientific Services ensures the provision of state-of-the-art equipment and related expertise for the accomplishment of the Department of Safeguards activities. Within this mandate, the Division is responsible for procurement, testing, provision, inventory control, performance monitoring and maintenance of safeguards equipment and supplies required by SGO Divisions; management of equipment development and engineering activities to meet quality and safeguards requirements; development and provision of documentation, procedures, instrumentation methods and techniques; provision of specialized technical and scientific support to inspectors and inspection activities in the field and at headquarters; and, radiation contamination monitoring of returned equipment and timely write-off of obsolete or contaminated equipment. The Division also coordinates departmental health and safety activities.

Main Purpose

Reporting to the Section Head, and under the programmatic guidance of the Technology Foresight Specialist, the Associate Instrumentation Engineer will assist in the testing, evaluating and subsequently authorizing for inspection use, instrumentation focusing on Complementary Access and Design Information Verifications. That mission is undertaken in support of the Department's efforts aimed at improving the effectiveness and efficiency of the Agency's capabilities to operate novel, advanced and

emerging technologies to verify the correctness and completeness of declarations provided by Member States with emphasis on measurement technologies supporting detection of undeclared materials, facilities and activities.

Role

The Associate Instrumentation Engineer is (1); an engineer, testing and evaluating for specific instrumentation for selected safeguards usage, and; (2) a technical writer, developing and updating user requirements for safeguards instrumentation, equipment specifications, equipment test reports, equipment operational procedures and authorization reports.

Partnership

The Associate Instrumentation Engineer works in close relation with the NDA technicians in the NDA Instruments Team to prepare and distribute equipment to inspectors on a routine basis. The Associate Instrumentation Engineer will also interact intensively with the instrumentation final users, mainly inspectors from Divisions of Operation and the Office for Verification in Iran.

Functions / Key results Expected

- Timely deliver requested support with respect to testing and authorization of safeguards equipment, including documentation and reports.
- Contribute specialized expertise to the definition of user requirements, and to other elements related to the development and deployment of innovative instruments and measurement techniques, fulfilling needs requested by the Operation Divisions and agreed at the Department level.
- Manage, in coordination with the NDA Instruments Team, the transition of instrumentation for Complementary Access and Design Information Verification from experimental and evaluation to routine production for inspection in the field.
- Prepare quality controlled technical documents, testing, calibration and operational procedures for equipment, as well as trip reports detailing the results of field testing on instrumentation.
- Maintain and further develop the knowledge management database used in the technology evaluation process.

Competencies

Core Competencies

Competency	Occupational Role	Definition
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

Functional Competencies		
Competency	Occupational Role	Definition
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Technical/scientific credibility	Associate	Acquires and applies new skills to remain up to date in his/her area of expertise. Reliably applies knowledge of basic technical/scientific methods and concepts.

Expertise		
Expertise	Description	Asset
Administrative Support Data and Information Analysis and Reporting	Evaluate and organize numerical data. Prepare clear and concise technical reports	N
Administrative Support MS Office (Word, Excel, Outlook, PowerPoint)	Proficient use of the MS office suite to evaluate data and develop reports and presentations	N

Languages	
Languages	Asset Languages
	Arabic Chinese French Russian Spanish

Qualification	
Qualification Title	Description
Bachelor's Degree	University degree in Mathematics, Physics, Engineering and other technical or scientific relevant field of expertise

Experience

Relevant professional experience of at least two years including:

- Hands-on experience with instrumentation testing and evaluation
- Experience with Agile methodologies. and systemic engineering practices
- Knowledge of programming, and database design.
- Experience with documenting experimental results and producing operational documentation for instruments.

Experience in developing and implementing technology evaluation tasks will be an asset.