

Job Description for Professional Posts

Position and Grade:	Expert - Documentation Specialist (P-4)
Organizational Unit:	Section for Technical Support Coordination Division of Technical Support Department of Safeguards
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	Cost Free Expert

Organizational Setting

1. The Department of Safeguards is the organizational hub for the IAEA's safeguards work. The IAEA inspects nuclear and related facilities under safeguards agreements with more than 140 States.

2. Within the Department of Safeguards, the Division of Technical Support is responsible for the development and implementation of the Department's equipment systems. Within the Division, the Section for Technical Support Coordination is responsible for planning and coordinating the Department's equipment budget, contributions from Member State Support Programmes and the Department's destructive analysis of nuclear materials and environmental samples. The Section is also responsible for monitoring and reporting on the Division's performance, particularly its equipment systems. Additionally the Section manages a project that will identify and implement new tools for the detection of undeclared materials and activities.

3. The Section has three units responsible for: planning and coordination, Member State Support Programmes and novel technologies.

The Planning and Coordination Unit is responsible for the Department's equipment budget, the monitoring of equipment development, implementation and performance, and for Divisional management systems, including the quality management system. The Department has an equipment inventory of about 25,000 items valued at circa €120 million with an annual equipment budget of circa €15 million.

Main Purpose

As a member of a team led by the Head of the Planning and Coordination Unit, the Documentation Specialist works on the improvement of the Division's equipment documentation system on the basis of the existing Departmental document control system. He/she reviews and revises the existing documents and prepares new documents as needed to meet the current needs of the Department. He/she works on the redesign and implementation of proposed improvements to the equipment documentation management system.

Role

The Documentation Specialist provides expert assistance in the improvements of the equipment documentation management and related information systems in order to ensure that the equipment

documentation system is in compliance with the Agency's procedures and the Departmental Quality Management System (QMS).

Partnerships

The Division of Technical Support is responsible for the development, implementation and maintenance of Safeguards equipment systems. The Documentation Specialist is required to consult with staff in various Divisions of the Department, especially equipment application specialists in Safeguards Technical Support Division and with documentation end users in the Operations Divisions and the Division of Concepts and Planning.

Functions / Key Results Expected

- Gap analysis of the contents of the existing documentation management system and development of a two year detailed work plan
- Integration of existing documentation with the Departmental document management system and maintaining accessibility of documents through the Authorised Instrumentation Information System (AIIS)
- Drafting and preparation of instrumentation and management procedures
- Prepare detailed proposals for improvements of equipment documentation management and related information systems
- Equipment documentation management redesign and implementation of proposed improvements, assistance in preparation, review and updates of instrumentation and management procedures

Knowledge, Skills and Abilities

- Experience in instrumentation documentation management
- Technical writing experience
- Ability to use and query information systems
- Knowledge of quality management systems
- Good knowledge of programme and project management techniques and tools particularly related to documentation management
- Experience in controlling large number of documents
- Strong communication skills including ability to prepare technical documents and proposals in English to present to management
- Knowledge of instrumentation for nuclear safeguards is desirable.

Education, Experience and Language Skills

- Advanced university degree in a technical field.
- At least seven years of experience in technical documentation management or related area
- Fluency in spoken and written English is essential. Knowledge of French, German, Russian or Spanish would be an advantage.