

Job Description for Professional Posts

Position and Grade:	08/ICA-013 [Junior Professional Officer, Open Source Analysis] (P2)
Organizational Unit:	[Section for Information Collection and Analysis Division of Safeguards Information Management (SGIM) Department of Safeguards
Duty Station:	Vienna
Type/Duration of Appointment:	[JPO, 1 year]

Organizational Setting

The Division of Safeguards Information Management's (SGIM) main mission is to provide the Department with the data processing services, secure information circulation, information analysis and knowledge generation necessary to draw safeguards conclusions. SGIM incorporates both information technology and information analysis sections in order to provide the Department with effective support in all areas of information management. Within SGIM, the Section for Information Collection and Analysis (ICA) contributes to the all-source information analysis necessary for the Agency to produce credible conclusions concerning the compliance of States with their Safeguards obligations. ICA has the specific responsibility of collecting, storing, analysing and disseminating a wide variety of nuclear-related information with a particular emphasis on open source information such as the news media, scientific and technical literature, commercial publications, and commercial satellite imagery. The Junior Professional Officer will work in the Information Analysis Unit (IAU) of the Section for Information Collection and Analysis. The Unit is responsible for the collection and dissemination of open source information as well as all-source information analysis.

Main Purpose

The Unit supports the Agency's verification mission by contributing to the State Evaluation Process within the Department of Safeguards and by providing analytical reports to the Operations Divisions in support of safeguards verification. The increasing quantity of open source information of relevance to safeguards requires extensive review and analysis in order to contribute to the drawing of safeguards conclusions. The Junior Professional Officer will participate in the collection, review, and analysis of open source information and will assist other staff members in producing reports and other products for dissemination within the Department.

Role

The Junior Professional Officer will work with an analytical team within the Unit on projects assigned by the Unit Head in consultation with other Unit members. The Junior Professional Officer will work closely with other staff members on open source analytical tasks, and will also assist in providing

information to other Divisions. The ability to develop appropriate methodologies for addressing specific research problems and applying these methodologies in an independent manner is particularly important.

Partnerships

While the Junior Professional Officer will work primarily with staff members within the Unit, it is expected that the Junior Professional Officer will also develop partnerships with staff in other Units and Divisions in order to identify information sources, applicable tools, and to consult on research directions and results.

Functions / Key Results Expected

- Develops research methodologies to address assigned open source research tasks. Works with Unit staff members to identify additional research issues and tasks.
- Identifies sources of information of relevance to Safeguards and to the assigned research task. Collects and reviews the information, and consults with other staff members on its evaluation.
- Supports the State Evaluation Process by disseminating relevant open source information and/or entering the information in Safeguards databases. Assists in design and data input for safeguards open source databases.
- Collaborates with Unit staff to conduct open source analysis, and documents the results of the analysis in research reports, documents, and other forms.
- Participates in meetings to brief recipients on the results of the open source information analysis.

Knowledge, Skills and Abilities

- Thorough familiarity with open source information research techniques, including the use of specialized analytical tools and databases. Knowledge of the methodologies and approaches to information analysis is essential, and should be complemented by familiarity with non-proliferation and safeguards issues. Strong communication and writing skills. Demonstrated ability to combine skills in information collection, application of analytical software tools, and production of analytical reports. Ability to respond rapidly to new information requirements and assignments.

Education, Experience and Language Skills

- University degree in social or physical sciences, international relations, information analysis, or related field.
- Experience in information analysis or advanced degree in a related field.
- Fluency in English is essential, including demonstrated ability to write analytical reports. Knowledge of other languages, including but not limited to Arabic, Chinese, Farsi, French, German, Japanese, Korean, Russian or Spanish is highly desirable.