

Job Description for Professional Posts

Position and Grade:	Nuclear Instrumentation Training Expert (P5)
Organizational Unit:	Section for Training Division of Concepts and Planning Department of Safeguards
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	Cost Free Expert/24 months

Organizational Setting

The Department of Safeguards is the organizational hub for the IAEA's safeguards work. The Section for Training is responsible for the development, coordination and provision of safeguards-related training for the Department and for personnel of Member States in relation to their obligations under safeguards agreements with the IAEA. The principal functions and responsibilities of the Section include the organization and implementation of the training of safeguards staff and personnel of Member States, the preparation, coordination and maintenance of documentation required for training, the provision of training aids and the maintenance of training facilities.

The Non Destructive Assay Training Programme is a critical part of the Safeguards Training Activities. Non Destructive Assay measurement techniques are key tools for nuclear safeguards. The evolution of nuclear safeguards and the implementation of the Additional Protocol have brought about new and challenging NDA tasks for which IAEA Inspectors need to be trained at the highest level to successfully perform their verification activities.

Main Purpose

As a key member of the Section for Training led by the Section Head, the Nuclear Instrumentation Training Expert evaluates and assesses the specific training needs of the Department of Safeguards in the highly sensitive and critical area of Non Destructive Assay in consultation with the management and staff of Operation and Support Divisions; he/she manages, plans, develops and implements NDA training programmes to meet identified needs, both individual and departmental, including formal training courses, workshops and on-the-job training, in a both technical and staff development oriented approach. He/she evaluates cost-effectiveness of NDA training; he/she keeps abreast of new developments and trends in the field of NDA.

Role

The Nuclear Instrumentation Training Expert is an expert in two key areas: NDA equipment and procedures; and training engineering, from design to evaluation of training activities. He/she is a technical adviser to inspectors at headquarters and in the field for NDA equipment and techniques, and a specialist for training issues in the development of new NDA equipment and techniques and in the preparation of related procedures and safeguards approaches.

Partnerships

The Nuclear Instrumentation Training Expert is the point of contact for training issues between the Section for Training and the officers responsible within the Department of Safeguards for maintaining, updating and improving NDA equipment and techniques; he/she prepares, designs, delivers and evaluates safeguards staff NDA training in a client-oriented relationship.

He/she is task officer for the NDA Training Project developed and implemented with the concerned Member States Support Programmes.

He/she provides instruction and guidance to staff who support training courses and make use of the NDA training room.

Functions / Key Results Expected

- Ensure implementation of the five key steps of the Systematic Approach to Training, particularly for NDA equipment, techniques and procedures, by carrying out training needs analysis, design of training programmes, development of training material, implementation of training and 4 level-evaluation of training effectiveness. The needs analysis and design phases require the incumbent to develop an innovative and comprehensive approach on how NDA techniques and equipment support safeguards implementation. The implementation phase requires to: schedule the availability and use of NDA training equipment for courses organized in Vienna or in Member States; interact with facility operators or laboratories in order to organize courses in Member States on the use of NDA instrumentation; coordinate maintenance of NDA training equipment; and manage the NDA training room (equipment and documentation).
- Provide NDA training-related information for the preparation of the R&D departmental programme and programmatic elements for the elaboration of the budget of the Section for Safeguards Training.
- Provide a training perspective to ongoing Agency efforts to prepare and update NDA operating procedures, in the framework of the departmental knowledge management and quality policies. Participate in the definition of requirements and the acceptance process for new NDA equipment. Contribute to the preparation, writing and editing of IAEA NDA procedures and Documents such as Reference Manuals and Checklist Procedures.
- As assigned, support other (non NDA) training courses.
- Carry out evaluation of the full programme of the Agency's Internal Course programme, evaluating effectiveness from both learning and cost perspectives, taking into account views and information from Training Officers, operational managers, and course participants and re-design learning programmes as required to meet the changing needs.

Knowledge, Skills and Abilities

- Knowledge and experience in using and/or developing NDA equipment, techniques and procedures;
- Knowledge of the international safeguards system;
- Strong analytical skills;

- Proven ability to plan, organize and assess projects;
- Knowledge of training engineering is highly desirable;
- Strong client orientation, including the ability to develop and maintain effective working relationships with counterparts;
- Interpersonal skills: ability to communicate effectively with people at all levels both inside and outside the organization; ability to work in a multicultural and multidisciplinary environment with respect and sensitivity for diversity.

Education, Experience and Language Skills

- Advanced university or equivalent degree in nuclear science, physics or engineering;
- At least ten years of combined research and industrial and safeguards experience in nuclear material verification activities including experience in designing and presenting training courses;
- Proven experience in the management of staff and projects, as well as organizational development and change management;
- Substantial experience in the development and/or use of NDA systems;
- Some experience of conducting NDA training courses is desirable;
- Fluency in spoken and written English. Working knowledge of French, Russian or Spanish is desirable.

Internal Human Resources use only:	
Effective Date:	
Occupational Group(s):	
Post Number:	