

## Task Proposal (SP-1)

### 1. Task Proposal

- 1.1. Task Proposal ID:** 15/CTR-001
- 1.2. Task Title:** Junior Professional Officer - Associate Training Officer
- 1.3. Requestor / Division / Section:** Crete Jean\_Maurice\_Andre / SGCP / CTR
- 1.4. Task Proposal Type:** Regular
- 1.5. Task Category:** B (Training)
- 1.6. Reason (if task is either a joint task or desires multiple acceptance)**

Please fill in

### 2. Project

- 2.1. Project ID and Title:** SGCP-102 - Training
- 2.2. Project Manager / Division / Section:** Crete Jean\_Maurice\_Andre / SGCP / CTR

### 3. Safeguards Requirement Identification

#### 3.1. Background

N/A

#### 3.2. What is Needed and When

The Safeguards Training Section (CTR) is responsible for the development, coordination and provision of safeguards related training for the Department of Safeguards and for personnel of States in relation to their obligations under safeguards agreements with the IAEA.

CTR delivers an average of 100 courses for safeguards staff. With AIPS-Plateau 3, all training courses will be managed through a Learning Management System (LMS) included in Oracle used Agency wide. This LMS is competency based meaning that courses enrolment and establishment of learning paths are driven by competencies to be developed by staff.

There is a need to ensure a smooth transition into the LMS, from establishing courses catalogue to including safeguards specific competencies in the set of competencies defined by the IAEA Human Resources management division, and to migrate the database Safeguards Training Tracking System (STTS) into the LMS.

This requires competencies in IT which do not exist in CTR. The JPO will bring the necessary and additional workforce and competencies for these activities. The JPO is required second part of 2015.

The objective is to make full use of the year 2015 so that the safeguards training programme can be implemented fully in the LMS in 2016.

### **3.3. Why is the task needed and consequences if task is not performed**

The integration of the safeguards training programme into the LMS will be delayed, preventing safeguards managers, supervisors and staff from taking full advantage of the functionalities of the LMS for effective competency based development and management of safeguards staff.

### **3.4. How will the task results be used and by whom**

Under the supervision of the Section Head and the Team Leader for training development, the JPO will be at the interface with the Recruitment and Staff Development Section (Division of Human Resources) and the AIPS project team in order to develop the necessary manuals and process description for CTR staff and Divisional Training Officers (DTOs) to be able to use the LMS.

The Department of Safeguards is the end user of this task.

## **4. Proposed Sub Tasks**

## **5. Proposed Work Outline**

<b>5.1. Estimated Duration (months):</b>	24
<b>5.2. Status Report Frequency:</b>	Once every 24 Month
<b>5.3. Supporting Divisions(s) / Section(s):</b>	SGCP / CTR
<b>5.4. End User Divisions(s) / Section(s):</b>	SG / All
<b>5.5. Proposed Work Phases</b>	

**Phase Number:** 1  
**Phase Title:** Produce Work Plan

### **Description**

#### **Role:**

The JPO is: (1) a resource for the Section, taking part in various activities as required for the deployment of the LMS, such as meetings, tests, feedback collection and processing; (2) an expert in IT and database management; (3) a lecturer developing teaching material for LMS training.

#### **Functions/Key results expected:**

- establish and maintain a comprehensive understanding of the LMS



**IAEA**

International Atomic Energy Agency

# Job Description for Professional Posts

<b>Position and Grade:</b>	Associate Training Officer (JPO) (P2)
<b>Organizational Unit:</b>	Training Development Team Safeguards Training Section Division of Concepts and Planning Department of Safeguards
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	JPO

## Organizational Setting

The Department of Safeguards is the organizational hub for the implementation of IAEA safeguards. The IAEA implements nuclear verification activities for some 180 States in accordance with their safeguards agreements. The safeguards activities are undertaken within a dynamic and technically challenging environment including advanced nuclear fuel cycle facilities and complemented by the political diversity of the countries.

The Department of Safeguards consists of six Divisions: three Operations Divisions: A, B and C, for the implementation of verification activities around the world; three Technical Divisions: Division of Concepts and Planning, Division of Information Management, and Division of Technical and Scientific Services; as well as two Offices: the Office of Safeguards Analytical Services and the Office of Information and Communication Services.

The Division of Concepts and Planning is responsible for strategic planning, the development and promotion of safeguards concepts and policy, the coordination of research and development activities, the implementation of the quality management system of the Department, and the provision and development of training.

The Safeguards Training Section (CTR) 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 Member State personnel; the preparation, coordination and maintenance of documentation required for training; and the maintenance of training facilities.

## Main Purpose

Under the supervision of the Section Head and the Team Leader for training development, the Associate Training Officer supports (1) the smooth transition of training courses management into the Learning Management System (LMS) included in Oracle used Agency wide, from establishing courses catalogue to including safeguards specific competencies in the set of competencies defined by

the IAEA Human Resources management division, and (2) the migration of the database Safeguards Training Tracking System (STTS) into the LMS.

## **Role**

The Associate Training Officer is: (1) a resource for the Section, taking part in various activities as required for the deployment of the LMS, such as meetings, tests, feedback collection and processing; (2) an expert in IT and database management; (3) a lecturer developing teaching material for LMS training.

## **Partnerships**

The Associate Training Officer will work at the interface with the Recruitment and Staff Development Section (Division of Human Resources) and the AIPS project team in order to develop the necessary manuals and process description for CTR staff and Divisional Training Officers (DTOs) to be able to use the LMS.

## **Functions / Key Results Expected**

- Establish and maintain a comprehensive understanding of the LMS
- Draft and seek approval of QMS documents related to the use of the LMS
- Deliver lectures to CTR staff and DTOs
- Monitor the migration of STTS
- Process feedback and lessons learned for optimizing the use of the LMS

## **Knowledge, Skills and Abilities**

- Professional expertise:
  - Knowledge of database development and administration
  - Knowledge of information technology and data processing
  - Knowledge of staff development and learning is highly desirable
- Strong analytical skills: ability to analyse how data relevant to training can be input into a Learning Management System
- Continuous learning/knowledge sharing: ability to keep abreast of technological development on IT systems like LMS
- Communication skills and presentation skills, including preparation and delivery of teaching materials in his/her area of expertise
- Process improvement and efficiency, ability to suggest changes or to establish new procedures

## **Education, Experience and Language Skills**

- University degree in human resources development, IT or a related science
- At least two years of working experience in the relevant areas (IT systems and/or training)
- Fluency in written and spoken English