

# Job Description for Professional Posts

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| <b>Position and Grade:</b>           | Open Source Information Analyst (JPO) (P2)  |
| <b>Organizational Unit:</b>          | State Factor Analysis Section<br>Division of Information Management<br>Department of Safeguards |
| <b>Duty Station:</b>                 | Vienna  |
| <b>Type/Duration of Appointment:</b> | JPO / two years   |

## Organizational Setting

The Department of Safeguards is the organizational hub for the implementation of IAEA safeguards. The IAEA implements nuclear verification activities for 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 Division of Information Management comprises four Sections and provides the Department of Safeguards with the services of information analysis and knowledge generation necessary to the IAEA for drawing independent, impartial and credible safeguards conclusions.

The State Factor Analysis Section (ISF) contributes to the all-sources information analysis necessary for credible conclusions, as required, concerning the compliance of States with their safeguards obligations. It participates in the review and definition of processes and technologies for information collection, processing, dissemination and analysis in support of the State evaluation process.

## Main Purpose

Reporting to the Section Head of ISF, the Junior Professional Officer 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 State evaluation groups 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 is: ; (1) a *researcher/analyst*, contributing to development of analytical methodologies and applying analytical techniques; (2) a *collaborator*, analysing and providing open source information to other Divisions within the Department of Safeguards.

## Partnerships

While the Junior Professional Officer will work primarily with staff members within the Section, it is expected that the Junior Professional Officer will also develop partnerships with staff in other Sections 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 Section 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 Section staff to conduct open source analysis, and documents the results of the analysis in research reports, documents, and other forms.

## Knowledge, Skills and Abilities

- Thorough familiarity with open source information collection and analysis techniques.
- 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.
- Two years experience in information analysis or 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.

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| <b>Internal Human Resources use only:</b> |  |
| Effective Date:                           |  |
| Occupational Group(s):                    |  |
| Post Number:                              |  |