



Atoms for Peace

الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energía Atómica

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2016-09-09

Dear Ms Hoffheins,

With reference to the US Support Programme, I am pleased to provide the attached new Junior Professional Officer task proposal with a copy of the relevant job description for your consideration.

The Department of Safeguards would appreciate the nomination of more than one candidate. This will allow the Department to perform an evaluation of candidates that will result in the most suitable candidate being selected for the task. So that this process may proceed on a timely basis, I have submitted the proposal below along with a closing date for nominations and expected start date. Also in order to facilitate the selection process, I would like to ask you to send the candidates' Curricula Vitae and approach candidates to create a profile in TALEO. Of course all information will be treated as confidential.

SP-1 Number	Title	Expected Start Date	Closing Date for Nominations
16/CPC-002	Junior Professional Officer - Support Programme Information And Communication Associate	As soon as possible	As soon as possible

I will inform you of the result of the evaluation as soon as a decision is made. The Support Programme Coordination Team will liaise with the Division of Human Resources to complete the recruitment process for the successful candidate.

I would also like to take this opportunity to express the appreciation of the IAEA for the valuable contribution provided by the US Support Programme to the IAEA's safeguards efforts.

Yours sincerely,



Therese Renis

Director

Division of Concepts and Planning

Department of Safeguards

Enclosures: Task proposal, Job description

Position Management Detail Report

Print Date: 2016-06-xx 15:52:27

Position Review					
Position Number	TBD	Position Type	CFE/JPO	Subject to Radiation	N/A
Hyperion Position Number	TBD	Fund Type		Parent Position	N/A
Organization	SGCP-Strategic Planning and External Coordination Section	FTE	12 months	CCOG 1	
Grade	P2	Duty Station	Vienna	CCOG 2	
Classified Grade	P2	Position Title	Support Programme Information and Communication Associate	Proposed New Title	Associate Programme Information and Communication Officer

Job Description Review

Organization Settings

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 Section for Strategic Planning and External Coordination is one of four sections in the Division of Concepts and Planning and is responsible for Departmental strategic planning; coordination of R&D undertaken by Member State Support Programmes (MSSP), in line with the Department's Long Term Strategic Plan; external relations and coordination of departmental participation at outside events; provision of support to advisory and policy-making bodies; and the provision of advice on implementation of safeguards agreements, protocols and policies.

Main Purpose

As a team member reporting to the Team Leader of the Support Programme Coordination Team (SPCT), the Support Programme Information and Communication Associate will be a the focal point for content modernisation and training for the Support Programme Information and Communication System (SPRICS), both to internal and external users of the system. He/she will liaise with stakeholders to fully populate relevant task information, train new and existing users in a role-specific manner, explore possibilities for expanded usage of the system with user groups, and work with system administrators within the Department of Safeguards to ensure that user needs and concerns are addressed by system updates.

<p>Role The Support Programme Information and Communication Associate is: (1) a user representative, assisting to ensure efficient and effective implementation of SPRICS 2.1 in a manner that meets user needs; (2) a coordinator between Department staff and MSSP representatives to identify and coordinate implementation of content updates to the system, (3) a trainer for staff and MSSP representatives that interact with the SPRICS 2.1 system; (4) an analyst, identifying and recommending new and/or enhanced features and procedures to streamline processes and improve capabilities.</p>		
<p>Partnerships The Support Programme Information and Communication Associate builds strong working relationships with stakeholders throughout the Department of Safeguards and with representatives from Member State Support Programmes.</p>		
<p>Functions / Key results Expected</p> <ul style="list-style-type: none"> • Work with Task Officers, Project Managers and SPCT to update and append task records with all relevant information and documentation, such as updated scopes of work, current previous status reports, current and completed actions, all associated letter requests to Member States, any papers or reports completed, work plans and specifications (as appropriate), presentations, and other media in cooperation with the Team Leader (SG-Support Programmes), Technical Programme Coordination Officer and Support Programme Administrator; • Solicit, compile and provide user feedback on system usability as well as desired content and features to relevant stakeholders including SPCT and the system developers, propose possible changes to simplify and streamline SPRICS 2.1; • Conduct training sessions and draft training materials as well as SPRICS guidelines for internal and external users (e.g. e-newsletter, FAQ, trouble shooting page) and assist with preparation of various documentation from SPRICS 2.1, such as for MSSP review meetings (for bullets 2,3, 10). Coordinate SPRICS 2.1-related outreach and troubleshooting for users in the department and in MSSPs; • Liaise regularly with Office of Information and Communication Systems (SGIS) application development team regarding development progress for necessary updates; • Complete data migration of historical task information from the SPRICS 1.0 format to SPRICS 2.1 (i.e., migration of records from already completed/terminated tasks); • Provide support for formatting and review of task status updates and new task proposal requests; • Work with Task Officers to ensure MSSP review meeting actions are entered and tracked in SPRICS 2.1. 		
Competencies		
Core Competencies		
Competence	Level	Behavioral Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.

Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

Functional Competencies

Competency	Level	Behavioral Indicator
Client Orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Partnership Building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Commitment to continuous improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement

Expertise

Expertise	Description
Administrative Support	Data and Information Analysis and Reporting (required) Expertise in analysing programmatic information and data to identify and explain trends and needs to management.
Management and Programme Analysis	Analytical Writing Skills (required) Expertise in synthesizing and explaining the essential elements of technical information in clear prose that is accessible to diverse audiences.
Information Technology	Database Management (asset) Expertise in updating or maintaining database records to ensure clarity, availability and timeliness of information.
Management and Programme Analysis	Partnership Development (asset) Expertise in establishing partnerships, such as for project implementation, both within an organization and with external groups.
Safeguards	Safeguards System, Basic (asset) Knowledge of the basic principles and technologies of relevance to the application of IAEA safeguards around the world.

Position Specific Expertise	Description

Languages					
Languages		Asset Languages			
English		Arabic			
		Chinese			
		French			
		Russian			
		Spanish			
Qualification					
Qualification Title		Description			
Experience					
<ul style="list-style-type: none"> • Bachelor' Degree in business administration, system administration, international relations or related discipline; advanced university degree is an asset; • A minimum of 2 years of practical relevant professional experience preferably in international or governmental organizations, in the areas of international relations, client management, system administration, communications or other related discipline. • Excellent knowledge of written and spoken English. Knowledge of another UN official language (Arabic, Chinese, French, Russian or Spanish) desirable. 					
Job Description Remarks					
Familiarity in the use of an Enterprise Resource Planning (ERP) system(s) or related field is an asset;					
Requisition					
Contract Type	JPO - Regular	Expected Start Date	2016-08-xx	Duration	24
Fully Competitive Recruitment		Yes	Travel	No	

Task Proposal (SP-1)

1. Task Proposal

- 1.1. Task Proposal ID:** 16/CPC-002
- 1.2. Task Title:** Junior Professional Officer - Support Programme
Information and Communication Associate
- 1.3. Requestor / Division / Section:** Peranteau David_Reynaud / SGCP / CPC
- 1.4. Task Proposal Type:** JPO Task
- 1.5. Task Category:** F (SG Evaluation and Admin. Support)
- 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:** XXXX-000 - Administrative
- 2.2. Project Manager / Division / Section:** Peranteau David_Reynaud / SGCP / CPC

3. Safeguards Requirement Identification

3.1. Background

The second version of the Support Programme Information and Communication System (SPRICS 2.0) was released in 2014, and has garnered positive feedback from Member State Support Programmes (MSSPs) following full implementation for official task-related correspondence. While the implementation has been successful in a number of respects, it has fallen short of internal expectations due to some lingering issues.

The long-standing vision for SPRICS 2.0 has been for it to serve as a simple, user-friendly and comprehensive source for task related information and actions, both for the Department of Safeguards and for MSSPs. However, a number of characteristics of the system impeded the realisation of that vision, particularly for users within the Department of Safeguards. The system's work flows and 'smart' documents, for example, forced collaboration and editing of new documents to be performed offline, and ultimately required more staff time (than under the previous system) for the performance of routine task-related functions. Once this became clear, outreach and training for the new system to Department of Safeguards users was paused to await requisite retooling and simplification of the system. Initiation of new requests and updates to records have since been performed offline with requestors, and subsequently updated in SPRICS 2.0 by the Support

Programme Coordination Team.

In 2015, a development plan for SPRICS 2.1 was finalized. SPRICS 2.1 addresses the vast majority of user-identified issues with the system, eliminating smart documents and many of the features that proved cumbersome to users over several months of usage.

While it is anticipated that the SPRICS 2.1 upgrade will remove the key software barriers to widespread use and benefit from the system within the Department, a significant amount of hands-on effort will be required for a short period of time (an estimated two years) to relaunch the training of Task Officers and Project Managers in its use, and to populate each of the nearly 300 active tasks in the SPRICS 2.1 with complete and up-to-date information.

3.2. What is Needed and When

A Junior Professional Officer (JPO) is being requested to ensure that the Department of Safeguards can derive the full benefit of the substantial investment of time and resources (both from the IAEA and from MSSPs) in its SPRICS 2.1 task administration system.

The JPO will serve as the SPRICS 2.1 roll-out and task update coordinator, tasked with reaching out to Task Officers to fully populate all relevant task information in SPRICS 2.1, and thereby bringing the system into full operation within the Department of Safeguards.

At present, each task in the SPRICS 2.0 system has a task outline (many of which are out of date) and a word document containing status reports from the previous few years. For SPRICS 2.1 to serve as a genuine one-stop resource for its users, each task record should ideally contain an updated outline, all previous status reports, current and completed actions, all associated letter requests, any papers or reports completed, work plans and specifications (as appropriate), presentations, and other media.

To enable this to happen, and for Task Officers (~80 at present) and Project Managers (24 at present) to feel comfortable making regular use of the system to update information, make new requests and address outstanding actions in a sustainable manner, there is a short-term need for training on SPRICS 2.1 and dedicated support for the information migration/update process.

Specific responsibilities for the JPO will include:

- Work with Task Officers, Project Managers, the Support Programme Coordination Team (SPCT) to update and append task records with all relevant information and documentation;
- Create/Update SPRICS guidelines for internal users and external users (e.g. e-newsletter, FAQ, trouble shooting page);
- Coordinate training sessions on SPRICS 2.1 for Task Officers, Project Managers, and MSSP representatives;
- Coordinate SPRICS 2.1-related outreach and troubleshooting for users in the department and in MSSPs;
- Compile and provide user feedback to SGIS, propose possible changes to simplify and streamline SPRICS 2.1;
- Liaise regularly with the SGIS application development team regarding development progress for necessary updates;
- Complete data migration from SPRICS 1.0 to SPRICS 2.1 (i.e., migration of records from already completed/terminated tasks);
- Copy edit task-related records and documentation;

- Provide support for formatting and review of task status updates and new task proposal requests;
- Assist with preparation of documentation from SPRICS 2.1 for MSSP review meetings; and
- Work with Task Officers to ensure meeting actions are entered and tracked in SPRICS 2.1.

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

Broader, regular usage of SPRICS 2.1 by Departmental staff (primarily Task Officers and Project Managers) would have substantial benefits for task management, collaboration and transparency to Member State Support Programmes, and would allow the Support Programme Coordination team to focus staff resources on ensuring that Development and Implementation Support (D&IS) Programme activities address urgent longer-term goals and milestones from the Department’s Long-Term R&D Plan.

Achieving broader use of SPRICS 2.1 within the Department is a matter of demonstrating the simplicity and added value of the system to users. That value will significantly increase if the system is the one-stop repository for all task-related information it was designed to be, and is well understood by users that have access to proper training and explanatory materials. The dedicated efforts of a JPO will allow this to happen. Without additional support of this nature, the Support Programme Coordination Team will attempt to train users and update the system on an ad-hoc basis as time allows, which is likely to significantly slow task updates and user acceptance and use of the system.

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

This task is expected to improve the administration and transparency of all MSSP tasks, which in turn improves prospects for attainment of objectives in the Department’s Development and Implementation Support Programme. If the upgrade is carried out successfully, both MSSPs and the IAEA will be able to exchange and manage task information in a more effective and efficient manner.

4. Proposed Sub Tasks

5. Proposed Work Outline

- | | |
|--|--------------------|
| 5.1. Estimated Duration (months): | 12 |
| 5.2. Status Report Frequency: | Once every 3 Month |
| 5.3. Supporting Divisions(s) / Section(s): | SGCP / CPC |
| 5.4. End User Divisions(s) / Section(s): | SG / All |
| 5.5. Proposed Work Phases | |

Phase Number: 1

Phase Title: Produce Work Plan

Description

JPO and SPCT prepare Work Plan and initiate consultations with Task Officer to foster understanding of MSSP system.

Start Month after acceptance: 1 **End Month:** 2

Carried out in sub tasks:

Phase Number: 2

Phase Title: Implementation of SPRICS 2.1 supporting work

Description

JPO will implement his/her work in collaboration with Task Officers.

- Specific responsibilities for the JPO will include:

- Work with Task Officers, Project Managers, the Support Programme Coordination Team (SPCT) to update and append task records with all relevant information and documentation;
- Create/Update SPRICS guidelines for internal users and external users (e.g. e-newsletter, FAQ, trouble shooting page);
- Coordinate training sessions on SPRICS 2.1 for Task Officers, Project Managers, and MSSP representatives;
- Coordinate SPRICS 2.1-related outreach and troubleshooting for users in the department and in MSSPs;
- Compile and provide user feedback to SGIS, propose possible changes to simplify and streamline SPRICS 2.1;
- Liaise regularly with the SGIS application development team regarding development progress for necessary updates;
- Complete data migration from SPRICS 1.0 to SPRICS 2.1 (i.e., migration of records from already completed/terminated tasks);
- Copy edit task-related records and documentation;
- Provide support for formatting and review of task status updates and new task proposal requests;
- Assist with preparation of documentation from SPRICS 2.1 for MSSP review meetings; and
- Work with Task Officers to ensure meeting actions are entered and tracked in SPRICS 2.1.

Start Month after acceptance: 2 **End Month:** 12

Carried out in sub tasks:

6. Safeguards Approval Process

6.1. Suggested to MSSPs: CAN, USA

6.2. Reason for suggestion of MSSPs

These MSSPs have or have been preparing the requisite MoU for provision of JPOs to the IAEA and have been closely monitoring progress with SPRICS 2.1.

7. Attached Documents

N/A