



## Job Description Print Report

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### Position Review

Position Number	222535	Position Type	CFE	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	Extrabudgetary	Parent Position	018113 Team Leader (SG-Strategic Planning) 6		
Organization	SGCP-Strategic Planning Team	FTE	1	CCOG 1	1A02E		
Grade	P4	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Strategic Projects Specialist	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date			
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### Job Description Review

#### Organization Settings

The Department of Safeguards (SG) 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 three Offices: the Office for Verification in Iran, the Office of Safeguards Analytical Services and the Office of Information and Communication Services.

The Division of Concepts and Planning (SGCP) is responsible for the development and promotion of safeguards concepts and policy; the coordination of research and development activities and Member State Support Programmes; strategic planning; 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 and support provided by other partners, in line with the Department's Strategic Plan.

#### Main Purpose

As a member of the Strategic Planning Team (SGCP-CPC/SPT), led by the Team Leader, the Strategic Projects Specialist is responsible for facilitating the execution of Departmental strategies, supporting implementation of associated priority projects and actions, monitoring and measuring results, and developing and implementing associated processes and tools.

#### Role

The Strategic Projects Specialist is: 1) a coordinator working with senior management, project coordinators, action owners and teams across the Department in working collaboratively to implement departmental strategies and departmental priority projects and actions; and (2) an analyst monitoring, analyzing and reporting on implementation progress made and results achieved, and planning and recommending improvements to project execution; and (3) a management specialist developing strategic management processes, practices and tools, and applying best management practices in support of effective strategy execution and results based management.

**Partnership**

The Strategic Projects Specialist interacts with staff at all levels throughout the Department. He/she liaises closely with the DDG and Directors (Executive Sponsors) and staff (Project Coordinators and Action Owners) of the Divisions within the Department, in facilitating and monitoring strategy implementation and in reporting on progress made; the Section for Programme and Coordination (SPC) in, identifying resource requirements and in managing departmental priority projects; and with the Support Programme Coordination Team (SGCP-CPC/SPCT) in securing sources of external support.

**Functions / Key results Expected**

Provide advice and support in translating departmental strategy (vision, objectives) into tactics i.e. tangible projects and actions to deliver the expected outcomes. Identify, develop and apply best management practices to enhance processes for the successful implementation of departmental strategy and associated priority projects and actions.

Act as coordinator, and advise other project coordinators and action owners to effectively plan and implement projects and actions, by establishing timelines, assessing resource requirements, identifying dependencies, and by organizing and leading meetings to ensure well-coordinated, timely, and collaborative implementation.

Monitor progress made on priority projects and actions and prepare and present status updates and analytical reports for the DDG and senior management.

Identify and bring to management attention challenges encountered in their execution and advise on communication and change management aspects.

Ensure accountability and transparency in the execution of priority projects by monitoring and reporting on progress made and results achieved using enhanced processes and tools (i.e. Strategy Execution Application), in support of enhanced organizational performance and results-based management.

Further develop and advise on mechanisms for effectively governing departmental strategy and associated priority projects and actions, helping to ensure timely leadership decision-making about strategy and up-to-date 'living' plans.

**Generic JD Remarks**

**Competencies**

**Core Competencies**

Competency	Occupational Role	Definition
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	Occupational Role	Definition
Client orientation	Specialist	Helps clients to analyse their needs. Seeks to understand service needs from the client's perspective and

		ensure that the client's standards are met.
Commitment to continuous process improvement	Specialist	Plans and executes activities in the context of quality and risk management and identifies opportunities for process, system and structural improvement, as well as improving current practices. Analyses processes and procedures, and proposes improvements.
Judgement/decision making	Specialist	Consults with supervisor/manager and takes decisions in full compliance with the Agency's regulations and rules. Makes decisions reflecting best practice and professional theories and standards.

<b>Expertise</b>		
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Expertise	Description	Asset
Information Technology Business Intelligence Analysis	Demonstrated experience in business analysis and implementing information technology tools to support business processes.	Required
Management and Programme Analysis Analysis of Best Practices	Demonstrated experience in researching, identifying and applying best practices in the strategic management area.	Required
Management and Programme Analysis Development and Implementation of Management Systems	Management experience with a proven ability to support and advise senior and mid-level management and staff.	Required
Management and Programme Analysis Programme Management	Experience in results-based programmatic planning and budgeting.	Asset
Management and Programme Analysis Project Management	Project management experience.	Required

Position Specific FC	Occupational Role	Definition
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Position Specific Expertise	Description	Asset
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<b>Languages</b>	
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Languages	Asset Languages
English	Arabic Chinese French Russian Spanish

<b>Qualification</b>	
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Qualification Title	Description
Master's Degree	Advanced university degree in Business Administration, Management or Public Administration.

PRINCE 2 or similar project management methodology is an asset.

<b>Experience</b>
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Minimum of 7 years demonstrated experience in strategic planning, strategy execution and project management, with experience in developing associated processes, practices

and IT tools.  
Experience in establishing and coordinating teams.  
Experience with organizational development and change management.

**Job Description Remarks**