

Job Description Print Report

Print Date: 2021-05-04 12:05:22

Position Review

Position Number	192097	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number	R0154	Fund Type	EBR	Parent Position	009359 Team Leader (SG-MS Training) 11		
Organization	SGCP-Member States Training Team	FTE	1	CCOG 1	1A06G		
Grade	P4	Duty Station	Vienna, Austria	CCOG 2	1J07		
Classified Grade		Position Title	Expert/SSAC Training Officer	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	26-SEP-18		
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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 over 180 States in accordance with their safeguards agreements. The main objective of the Department is to maintain and further develop an effective and efficient verification system in order to draw independent, impartial and timely safeguards conclusions, thus providing credible assurances to the international community that States are in compliance with their safeguards obligations. Safeguards activities are undertaken within a dynamic and technically complex environment including advanced nuclear fuel cycle facilities and complemented by the political and cultural diversity of the countries.

The Department of Safeguards consists of six Divisions: three Operations Divisions 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); and three Offices (the Office for Verification in Iran, the Office of Safeguards Analytical Services and the Office of Information and Communication Services).

Within the Office of the Deputy Director General, Head of the Department of Safeguards, the Section for Safeguards Programme Coordination serves as the principal advisory body in support of the entire management of the Department including formulation and execution of departmental management policies and procedures. The Section provides internal coordination and support in the areas of programme and budget, human resources, performance monitoring, effectiveness evaluation, communication, reporting and project support.

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 Training, one of four sections in the Division of Concepts and Planning, 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		
Reporting to the Team Leader for member States training, the Expert/SSAC Training Officer manages, plans, develops, implements and evaluates training courses to meet specific training needs of the Agency and Member States in the highly sensitive and critical area of SSAC support, in consultation with the relevant IAEA management and staff, particularly Safeguards Operations Divisions, the Safeguards Information Management Division, the Nuclear Infrastructure Development Section, the Office of Legal Affairs and the Director Generals Office for Coordination. The expert develops, organizes and conducts SSAC support activities to meet the needs as identified by the IAEA and/or by Member States. He/she participates in the preparation of relevant IAEA-wide documents, guidance and guidelines relating to the development of a national nuclear programme in order to ensure that safeguards issues are well taken into account. He/she provides advisory services. He/she keeps abreast of new developments and trends in the areas of nuclear non-proliferation, safeguards and SSAC organization.		
Role		
The Expert/ SSAC Training Officer is an expert in two key areas: nuclear non-proliferation and safeguards; and training management. He/she is 1) an adviser for the activities supporting the establishment and the maintenance of Member States SSACs, particularly for States developing a national nuclear infrastructure for a nuclear power programme, and 2) a specialist for the development of guidelines to establish and improve the effectiveness of SSACs at the State and facility level.		
Partnership		
The Expert/ SSAC Training Officer acquires key information regarding SSAC support activities from relevant Agency officials involved in the IAEA-wide programme supporting nuclear energy development, more particularly within the Department of Safeguards; he/she participates in the preparation and follow-up of Integrated Nuclear Infrastructure Review missions conducted by the IAEA; he/she prepares, designs, delivers and evaluates SSAC support and training activities in a client-oriented relationship. He/she is a task officer and an expert for SSAC support projects developed and implemented through Member States Support Programmes (MSSPs). He/she provides and acquires from MSSP representatives necessary information for effective and efficient delivery of the project-related tasks.		
Functions / Key results Expected		
<p>Prepare and conduct formal training courses, technical workshops, or tailor-made support for an individual State and specific support for a Member State's SSAC, upon request and in a timely manner. This requires in particular to: streamline the activities taking into account the limited resources of the Agency and the availability of Member States staff and facilities; interact with Member States in order to organize activities in Member States; evaluate the activities and clearly identify the lessons learned; act as subject matter expert regarding assessment, development and evaluation of new and existing SSAC training courses;</p> <p>Provide a perspective to ongoing Agency efforts to support Member States in the establishment and maintenance of national SSACs, including in the framework of the Agency-wide programme for supporting States developing nuclear power for their national energy needs. Participate in the definition of activities for the promotion of Education and Training in the field of international and national safeguards. Contribute to the preparation, writing and editing of SSAC Guidelines, particularly with regard to the development of a national nuclear infrastructure for nuclear power as suggested by relevant IAEA publications;</p> <p>Act as a focal point for SSAC support activities carried out in cooperation with or provided by Member States or other organizations in order to harmonize and coordinate initiatives and assistance programs.</p>		
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.
Knowledge sharing and learning	Specialist	Actively seeks learning opportunities and actively shares knowledge and information with others; shares specialized knowledge, skills and learning from experience across different situations and contexts effectively.
Technical/scientific credibility	Specialist	Ensures that work is in compliance with internationally accepted professional standards and scientific methods. Provides scientifically/technically accepted information that is credible and reliable.
Expertise		
Expertise	Description	Asset
Management and Programme Analysis Analytical Techniques	Strong analytical skills and the ability to use analytical techniques to assess training needs as well as to evaluate trainer performance.	N
Safeguards Safeguards Inspecting	Knowledge and hands-on experience in using and/or developing safeguards verification techniques and equipment highly desirable	N
Safeguards Safeguards System, Basic	Knowledge of international safeguards is required.	N
Training Training Design	Knowledge of training design is desirable.	Y
Training Training Evaluation	Understanding of approaches to training evaluation is desirable	Y
Training Training Implementation	Understanding of training methodologies is highly desirable.	Y
Position Specific FC		
Occupational Role	Definition	
Position Specific Expertise		
Description	Asset	
Languages		
Languages	Asset Languages	
English	Arabic Chinese French Russian Spanish	

Qualification	
Qualification Title	Description
Master's Degree	Master degree in nuclear science, physics, engineering, public administration, international policy/non proliferation or any related field or bachelor's degree with commensurate training / experience.
Experience	
<p>Professional experience:</p> <p>At least seven years of combined research, industrial and nuclear safeguards, education, nuclear safety and radiation safety related experience, including experience in designing and presenting training courses.</p> <p>Proven ability to lead teams, recognize the contribution of others and facilitate interactive training.</p> <p>Experience with projects as well as organizational development and change management.</p> <p>Experience in conducting nuclear safeguards related training courses desirable.</p> <p>Strong planning and organizing skills to set clearly defined objectives, plan activities in a timely way and monitor performance against deadlines and milestones.</p> <p>Continuous learning/knowledge sharing: Ability to keep abreast of technological developments on safeguards verification techniques and to share knowledge.</p> <p>Strong customer orientation, including the ability to develop and maintain effective working relationships with counterparts.</p> <p>Interpersonal skills:</p> <p>Ability to communicate effectively with people at all levels both inside and outside the organization; an ability to work in a multicultural and multidisciplinary environment with respect and sensitivity for diversity; and the ability to gain agreement and commitment from others through negotiation.</p>	
Job Description Remarks	