IAEA

Job Description Print Report

Position Review

Position Number	TBD	Position Type	CFE	Subject to Radiation	No		Subject to GD	
Hyperion Position Number		Fund Type	EBR	Parent Position = SUPERVISOR	006958 – Team Leader-SG Staff Training			
Organization	SGCP-SG Staff Training Team	FTE	1	CCOG 1				
Grade	P3	Duty Station	Vienna	CCOG 2				
Classified Grade		Position Title	Instructional Design Specialist	Proposed New Title				

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).

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 lead for Staff Training, the Instructional Design Specialist will act as first-level support in the Safeguards Training Section for support and development of Safeguards online/remote learning. The Instructional Design Specialist presents and makes recommendations regarding course design, innovative instructional technologies, and instructional delivery options. The incumbent, in consultation with Training Officers in the Section, also develops instructional materials and aids for stand-alone, instructor-led classroom or online use, including materials, products and tools for a technology-based redesign of existing courses.

Role

The Instructional Design Specialist is: 1) a technical expert in instructional design, 2) a trainer employing the Systematic Approach to Training to identify training needs of the Department of Safeguards and States implementing safeguards, and develop and implement courses, curricula, and learning paths to meet those needs, 3) an expert on web-based instructional approaches, tools, and design software.

Partnership

The Instructional Design Specialist liaises regularly with Safeguards Training Officers, Directors and relevant Safeguards technical staff and committee members to stay apprised of developments in the Department and the associated training needs. He/she guides Training Assistants on the use of online/remote learning with regard to course logistics and delivery. He/she liaises regularly with IAEA Learning Focal Points to ensure a coordinated approach to instructional design, exchange best practices, and implement them in the Section.

Functions / Key results Expected

- Provide technical advice to training officers on curricula and instructional methods, and keep apprised of Departmental policies to help ensure they are reflected in training materials and courses.
- Develop instructional methods for safeguards training courses, including e-learning, online and in-person courses.
- Create technology-based learning materials to be hosted on the Agency Learning Management System (LMS).
- Assess training needs of staff through reviews of staff requests for training, discussions with relevant Divisions and evaluation questionnaires.
- Develop instructional materials and modify teaching methods or materials to accommodate participant needs.
- Evaluate effectiveness of training and educational courses, outreach and other activities.
- Provide training on the functions and use of innovative instructional technologies and equipment or tools for the delivery of online or e-learning courses.
- Keep apprised of innovations in instructional design and provide training to staff involved in e-Learning activities on the functions and use of innovative instructional technologies, equipment, and tools for the delivery of online or e-learning courses and activities. This includes training on graphic design, formatting, content packaging, compilation and uploading of e-learning content in line with established Agency standards, as well as learning strategies, common educational policies and courseware standards.

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	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Commitment to continuous process	Associate	Identifies opportunities for process, system and structural improvement as well as improving current

improvement		practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

Expertise		
Expertise (drop down list)	**Description (free text field)**	Asset/Required
Information Technology | Systems Administration	Experience and knowledge to configure and administrate following software systems: Moodle, Oracle LMS,	Asset
Human Resources/ Human Resource Development	Ability to identify training needs and advise on staff learning and development plans.	Required
Safeguards | Safeguards System, Basic	Knowledge of international safeguards is an asset.	Asset
Training | Training Facilitation	Experience in use of e-learning systems and in providing training.	Required
Training Implementation	Demonstrated experience in the use of the Systematic Approach to Training or other adult training methodologies and familiarity with blended learning techniques.	Required
Administrative Support | Data Management	Experience in working with a large amount of data and reports is an asset.	Asset

Position Specific FC	Occupational Role	Definition

Languages	
Languages	Asset Languages
English	Arabic Chinese French Russian Spanish

Qualifications	
Qualification Title	Description
Bachelor's Degree	University degree in Social Science, Education or related field.
Other Certification	Certification in adult education, instructional design or related field is an asset.

Experience
A minimum of 5 years of practical combined experience in learning and development, the design of training courses and curricula, and e-learning development and implementation. Demonstrated experience with instructional design methodology. Experience working in a technical organization is an asset. Excellent knowledge of written and spoken English is required. Knowledge of another UN official language (Arabic, Chinese, French, Russian or Spanish) is an asset.