



## Job Description Print Report

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### Position Review

Position Number	191094	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number	R0137	Fund Type	EBR	Parent Position	013017 Section Head (SGIM-ISD) 9		
Organization	SGIM-Declared Information Analysis Section	FTE	1	CCOG 1	1A06G		
Grade	P4	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Safeguards Reporting e-Learning Expert	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	07-JUN-18		
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#### 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 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 Information Management comprises four Sections and provides the Department of Safeguards with data processing services, secure information distribution, information analysis and knowledge generation necessary to draw independent, impartial and soundly based safeguards conclusions.

#### Main Purpose

Reporting to the Section Head, the Safeguards Reporting e-Learning Expert is responsible for managing projects related to the creation and maintenance of an e-learning capability primarily for nuclear material accounting and additional protocol information to enhance States abilities to meet IAEA reporting obligations under safeguards agreements. The Safeguards Reporting e-Learning Expert is a key contributor to the development of innovative training solutions, evaluates the effectiveness of the training, ensures that courses are in line with new developments and trends in the field of safeguards implementation, and facilitates increased accessibility to cost-effective training.

#### Role

The Safeguards Reporting e-Learning Expert is: 1) an expert in designing, testing, implementing and evaluating innovative distance e-learning programmes; 2) an experienced trainer on complex and multidisciplinary matters, such as the implementation of State legal obligations; 3) a project manager, acting as the interface between subject matter experts and IT professionals, including the management of external contractors.

<b>Partnership</b>		
<p>The Safeguards Reporting e-Learning Expert interacts closely with staff members at all levels within the Section, Division, and Department, and particularly with the Departments Training Section to identify and address training needs, develop and implement e-learning tools, and monitor and assess delivery in the context of continual improvement. He/she also collaborates with the Office of Legal Affairs over the formulation of States obligations, liaises with external contractors supporting the development of e-learning tools and interacts with Member States counterparts to ensure optimal solutions to meet their needs.</p>		
<b>Functions / Key results Expected</b>		
<p>Plan and implement innovative projects to create e-learning modules to support States in ensuring timeliness, correctness and completeness of reports and declarations before submission to the IAEA.</p> <p>Conduct training needs analyses based on stakeholder involvement.</p> <p>Develop project briefs and terms of reference, coordinating proposals with ongoing, planned and evolving departmental training activities.</p> <p>Elucidate subject matter expertise in order to design syllabi and develop training material.</p> <p>Establish style and formatting guidelines consistent with IAEA standards as applicable.</p> <p>Ensure legal compliance of training content.</p> <p>Develop ready to deploy e-learning modules using innovative training approaches and liaising with technical consultants as appropriate.</p> <p>Develop and manage the process of user acceptance testing for e-learning modules prior to launch.</p> <p>Evaluate the effectiveness of training and ensure a process of continuous improvement.</p> <p>Build partnerships within the Division, Department(s) and beyond and provide briefings to present new e-learning tools.</p>		
<b>Competencies</b>		
<b>Core Competencies</b>		
<b>Competency</b>	<b>Occupational Role</b>	<b>Definition</b>
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.
<b>Functional Competencies</b>		
<b>Competency</b>	<b>Occupational Role</b>	<b>Definition</b>
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.
<b>Expertise</b>		
<b>Expertise</b>	<b>Description</b>	<b>Asset</b>
Information Technology Application Architecture	Expertise in e-Learning development, including the e-Learning platform 'Moodle'.	N
Management and Programme Analysis Programme Management	Expertise in leading teams, building partnerships and recognizing the contribution of others. Strong planning and organizational skills to set clearly defined objectives, plan activities and monitor performance against deadlines and milestones.	N
Safeguards Safeguards System, Basic	Knowledge of international safeguards and practical expertise in the areas of nuclear material accounting and additional protocol reporting an asset.	Y
Training Training Design	Ability to assess training needs and translate them into effective training curricula and e-learning modules. Knowledge of training methodologies a strong asset.	N
Training Training Implementation	Expertise in planning, implementing and evaluating technical training courses and e-Learning modules.	N
<b>Languages</b>		
<b>Languages</b>	<b>Asset Languages</b>	
English	Arabic Chinese French Russian Spanish	
<b>Qualification</b>		
<b>Qualification Title</b>	<b>Description</b>	
Master's Degree	Advanced university degree (or equivalent) in nuclear science, physics, engineering, IT, education and training or a related field.	
<b>Experience</b>		
<p>Minimum of seven years of experience in designing and implementing training courses, in particular e-learning, ideally in the field of nuclear safeguards.</p> <p>Experience in leading international, multidisciplinary projects and developing effective partnerships with internal and external counterparts at all levels.</p> <p>Experience in any aspect of safeguards implementation an asset.</p>		