



# Job Description Print Report

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## Position Review

Position Number	205994	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number	R0060	Fund Type	EBR	Parent Position	170897 Section Head 2		
Organization	SG-Section for Safeguards Programme Coordination	FTE	1	CCOG 1	2201F		
Grade	P4	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Safeguards Technical Specialist (Asset Management)	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	10-JUL-19		
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### Organization Settings

The Department of Safeguards carries out the IAEA's duties and responsibilities as the world's nuclear inspectorate, supporting global efforts to stop the spread of nuclear weapons. The primary role of the Department is to develop and implement IAEA safeguards to ensure that there is no diversion of declared nuclear material from peaceful activities and no indications of undeclared nuclear material or activities in a State as a whole.

The Department comprises nuclear safeguards inspectors, responsible for carrying out inspections and verifications of all-safeguards relevant information for nuclear facilities in over 180 States; and technical staff responsible for a wide range of activities including: developing concepts and approaches for implementing safeguards; developing and maintaining safeguards equipment; providing analytical and laboratory services for sample analysis; collecting, evaluating and analysing safeguards-relevant information; providing information and communication technology infrastructure and services; and providing programme coordination support.

Within the Office of the Deputy Director General, the Section for Safeguards Programme Coordination (SPC) is the principal advisory body supporting the Department's management. The Section provides coordination and support in the areas of safeguards implementation, programme and budget, human resources, performance monitoring, effectiveness evaluation, communication, and in formulation and execution of departmental policies and procedures.

### Main Purpose

Reporting to the Section Head, the Safeguards Technical Specialist (Asset Management) manages the Asset Management System to ensure a consistent approach to project and asset management needs being standardized across the Department.

<b>Role</b>		
<p>The Safeguards Technical Specialist (Asset Management) is:</p> <ol style="list-style-type: none"> <li>1. A project management specialist, familiar with standard ISO 55000 approaches to asset management</li> <li>2. A technical expert familiar with various project management frameworks such as PRINCE2 and Agile.</li> <li>3. An effective facilitator to foster collaboration of project and asset management knowledge transfer, coaching, and mentoring, and organizational awareness within the Department of Safeguards.</li> </ol>		
<b>Partnership</b>		
<p>The incumbent works closely with the Departmental Programme and Budget, Finance, and Project Officers in the Section for Safeguards Programme Coordination. The Safeguards Technical Specialist (Asset Management) interacts with staff at all levels throughout the Department of Safeguards, liaises with international experts in the safeguards community and takes a leading role to implement the asset management strategy, planning and management approach to all Departmental assets. She/he provides technical expertise to other Sections and Divisions in support of asset project and management. The primary relationship will be with the Safeguards Asset Management Office within SGTS Technical Services Section.</p>		
<b>Functions / Key results Expected</b>		
<p>In support of the Department's Asset Management efforts, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Implement the recommendations of the Gap Analysis review (ISO 550001);</li> <li>• Review, revise, and draft new Critical Asset Management Plans as necessary based on the needs of the Department;</li> <li>• Support ongoing asset management work including, but not limited to, the ILSA Funding Procedure, periodic updating of the Asset Management Strategy and Plans, coordination of the annual data update, and act as Secretary of the Asset Management Steering Committee;</li> <li>• Draft a standard project management framework for the Department of Safeguards built on existing project management efforts in the Department;</li> <li>• Act as liaison between individual project managers in the Department and organize forums where individual project managers may share best practices;</li> <li>• Support training of Departmental staff on project and asset management.</li> </ul>		
<b>Generic JD Remarks</b>		
<b>Competencies</b>		
Core Competencies		
<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>	
Analytical thinking	Specialist	Analyses information to identify cause and effect relationships and correlations. Identifies critical elements and assesses consequences of different courses of action and proposes solutions.	
Client orientation	Specialist	Helps clients to analyze 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.	
<b>Expertise</b>			
<b>Expertise</b>	<b>Description</b>		<b>Asset</b>
Asset Management	Demonstrated knowledge and experience in developing asset management programmes, including: asset management developing policies and procedures, strategic objectives and performance indicators; leading and planning the development of asset management information systems; and developing asset management strategy utilizing non-traditional indicators for asset risk or asset health. A certification or diploma in asset management would be an asset.		N
Management and Programme Analysis Project Management	Knowledge of project management, including results-based management is an asset.		N
Safeguards Nuclear Fuel Cycle/Nuclear Facilities	Sound understanding of the nuclear fuel cycle and of safeguards relevant issues in this area.		Y
Safeguards Safeguards System, Basic	Good knowledge of IAEA safeguards concepts, policies, practices and technology.		Y
Data Analysis	Demonstrated knowledge of quantitative data analysis and reporting using PowerBI or similar.		N
<b>Position Specific FC</b>			
<b>Position Specific FC</b>	<b>Occupational Role</b>	<b>Definition</b>	
<b>Position Specific Expertise</b>			
<b>Position Specific Expertise</b>	<b>Description</b>		<b>Asset</b>

Languages							
Languages				Asset Languages			
English				Arabic Chinese French Russian Spanish			
Qualification							
Qualification Title		Description					
Master's Degree		Advanced university degree in engineering, physical science, mathematics, data science or business.					
Bachelor's Degree		First level university degree in engineering, physical science, mathematics, data science or business plus three years of relevant work experience may be considered in lieu of the advanced university degree.					
Experience							
<ul style="list-style-type: none"> <li>• At least seven years of working experience in the field of asset management, including experience in the development and implementation of asset management processes such as policy, strategy, asset registers, levels of service, risk management, investment prioritization, and lifecycle analysis.</li> <li>• Experience in organizing and conducting working groups and technical meetings.</li> <li>• Experience in leading and coordinating complex projects.</li> <li>• Experience working with large sets of data and the ability to research and investigate new tools and best practices is an asset.</li> </ul>							
Job Description Remarks							
Requisition							
Contract Type	Fixed Term - CFEA	Expected Start Date	1 June 2024	Duration	24	Mobility	No
Fully Competitive Recruitment		No	Travel	Yes, 10 % of the Time			