

## Job Description Print Report

Print Date: 2019-01-31 09:48:23

### Position Review

Position Number		Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	009863 Section Head (SGIM-ISF) 4		
Organization	SGIM-State Factor Analysis Section	FTE	1	CCOG 1	1J07		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Safeguards Information Analyst (Open Source)	Proposed New Title			

### Job Description Review

#### 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: 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 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. The departmental operating environment is interactive, participative and dynamic with continuous inputs received from the Board of Governors, the General Conference, policy- and decision-makers, as well as counterparts in Member States and in the international development community.

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 Associate Safeguards Information Analyst (Open Source) supports the IAEA's verification mission by contributing to the State evaluation process within the Department of Safeguards and by providing analytical reports to the State evaluation groups in support of safeguards verification. The increasing quantity of open source information of relevance to safeguards requires extensive review and analysis in order to contribute to the drawing of safeguards conclusions. The Associate Safeguards Information Analyst (Open Source) will participate in the collection, review, and analysis of open source information, including science and technology publications, and nuclear procurement and trade data. He/she will assist other staff members in producing reports and other products for dissemination within the Department.

Role		
The Associate Safeguards Information Analyst (Open Source) is: (1) a team member, contributing to projects assigned by the Section Head; (2) a researcher/analyst, developing analytical methodologies and applying analytical techniques in an independent manner; (3) a collaborator, providing information to other Divisions within the Department of Safeguards.		
Partnership		
The Associate Safeguards Information Analyst (Open Source) works primarily with staff members within the Section and also develops partnerships with staff in other Sections and Divisions in order to identify and test information sources and applicable tools and to consult on research directions and results.		
Functions / Key results Expected		
<ul style="list-style-type: none"> <li>• Develop research methodologies to address assigned open source research tasks and work with Section staff members to identify additional research issues and tasks.</li> <li>• Identify sources of information of relevance to safeguards and to the assigned research tasks, collecting and reviewing information, and consulting with other staff members on its evaluation.</li> <li>• Support the State evaluation process and in-field verification activities by assessing and disseminating relevant open source information, including from science and technology publications, and nuclear procurement and trade data, taking into account information security requirements.</li> <li>• Assist in design and information analysis for safeguards open source databases.</li> <li>• Collaborate with Section staff in conducting open source analysis and document the results of the analysis in research reports, documents, and other forms.</li> <li>• Participate in meetings to brief recipients on the results of the open source information analysis.</li> </ul>		
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
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Resilience	Associate	Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.
Technical/scientific credibility	Associate	Acquires and applies new skills to remain up to date in his/her area of expertise. Reliably applies knowledge

		of basic technical/scientific methods and concepts.
<b>Expertise</b>		
<b>Expertise</b>	<b>Description</b>	<b>Asset</b>
Safeguards Nuclear Fuel Cycle/Nuclear Facilities	Knowledge of the nuclear fuel cycle, technical, political or legal aspects of nuclear non-proliferation and nuclear material verification	Y
Safeguards Safeguards System, Basic	Knowledge of the concepts of strengthened safeguards and verification processes.	Y
<b>Position Specific FC</b>		
<b>Occupational Role</b>	<b>Definition</b>	
<b>Position Specific Expertise</b>		
<b>Description</b>		<b>Asset</b>
<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>	
Bachelor's Degree	University degree in science (e.g. physics, chemistry), technology (e.g. nuclear, mechanical or other engineering), or in areas of relevance to non-proliferation studies.	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Minimum of two years of experience in nuclear non-proliferation matters, such as information collection and analysis, nuclear research, export controls/customs activities, or related political or legal aspects.</li> <li>• Experience in the use of information collection, processing and analysis techniques.</li> <li>• Demonstrated experience in preparing reports and communications on technical subjects with the ability to respond rapidly to new information requirements.</li> </ul>		