

Job Description Print Report

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Position Review

Position Number	192095	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number	R0147	Fund Type	EBR	Parent Position	007058 Section Head (SGCP-CPD) 3		
Organization	SGCP-Process Design Section	FTE	1	CCOG 1	1A02		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Process Design Officer	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	2018-06-12		
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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).

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 Process Design Section is responsible for the implementation of an ISO 9001 compliant quality management system in the Department to ensure consistent implementation of well-defined processes. The Section's activities include guiding the design and implementation of departmental processes, implementing methods to measure process performance and providing feedback and assistance to

Main Purpose

As a member of a team led by the Section Head, the Associate Process Design Officer will work closely and assist other members of the team in documenting and improving key quality processes in the Department's management system. Activities will include working with other members in the Section to identify and implement improvements to processes, and supporting the development and maintenance of the management system through involvement in process design, analysis and improvement.

Role		
<p>The Associate Process Design Officer is: (1) a collaborator assisting of one or more of the key quality processes in the Department's management system; (2) an analyst extracting, analysing, evaluating and consolidating data related to the performance of Safeguards processes; (3) a contributor to the process improvement activities; and (4) a facilitator during the training sessions for quality management principles, tools and techniques;</p>		
Partnership		
<p>The Associate Process Design Officer interacts with staff up to Section Head throughout the Department. He/she will partner with staff at all levels in carrying out process improvement, corrective actions and other tasks associated with quality and continual improvement.</p>		
Functions / Key results Expected		
<p>Implement, develop and document processes supporting the Departments Quality Management System (QMS). Measure and monitor the effectiveness of processes in the Department of Safeguards. Participate in process improvement activities by documenting and analyzing processes and providing recommendations for improvement. Track, trend and report on corrective actions and general quality management issues. Develop training materials for quality management principles, tools and techniques.</p>		
Generic JD Remarks		
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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 improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current 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	Description	Asset
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	
Bachelor's Degree	Bachelor's degree in Business Management, Industrial Engineering, or other engineering disciplines.	
Experience		
Two years of relevant experience in working with quality management tools, principles and techniques.		
Job Description Remarks		
Knowledge and practice in using quality management principles and practices. Demonstrated proficiency in use of MS Visio and MS SharePoint. Demonstrated ability to produce clear and concise written communication and documentation.		