



Job Description Print Report

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Position Review

Position Number	199317	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	013017 Section Head (SGIM-ISD) 9		
Organization	SGIM-Declared Information Analysis Section	FTE	1	CCOG 1	1A05		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate State Declarations Portal Officer	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date	2018-12-12		
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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

Under the supervision of the Section Head, the Associate State Declarations Portal Officer contributes to the IAEA's overall objective of maintaining and further developing an efficient verification system through encouraging and supporting the use of the State Declarations Portal (SDP). The State Declarations Portal promotes the move from hard copy or email submissions of State declared information by enabling States to submit declarations electronically, thereby reducing paper-based steps and processing times, and improving efficiency.

Role

The Associate State Declarations Portal Officer is: 1) a liaison, acting as the focal point within the Declared Information Analysis Section to support States in the uptake and use of the State Declarations Portal for the electronic submission of State declared information; 2) a team member, collaborating with internal colleagues on issues related to the State Declarations Portal in order to optimize its use and gain further operational efficiencies.

Partnership		
<p>The Associate State Declarations Portal Officer works closely with staff within the Declared Information Analysis Section and with representatives of State or regional authorities to promote and support the use of the State Declarations Portal. He/she collaborates on a daily basis with staff within the Section and the Division to ensure the effective functioning of the State Declarations Portal and may collaborate more widely with staff within the Department to provide information and training sessions. He/she also coordinates with colleagues in the Division of Information Technology (MTIT), as needed, on NUCLEUS issues. The Associate State Declarations Portal Officer is the focal point for States in relation to the State Declarations Portal.</p>		
Functions / Key results Expected		
<p>Contribute to the promotion of the State Declarations Portal (SDP) by developing techniques to guide Member States through the registration and initial enrolment processes.</p> <p>Establish and maintain basic information for all State or regional authority (SRA) users, as well as persons contacted regarding the SDP.</p> <p>Act as the SDP Contact Point monitoring and responding to all email enquiries received through the dedicated mailbox; analyzing issues and recommending solutions; and taking follow up actions.</p> <p>Oversee the Remote Secure Access (RSA) token access to the system through the stages of procurement, receipt, distribution and retirement.</p> <p>Provide ongoing support to SDP users and respond to queries related to, for example, token issues, encryption issues and requests for training.</p> <p>Liaise with SRA and Permanent Mission (PM) representatives visiting the IAEA as well as inspectors going on duty travel on the use and promotion of the SDP.</p> <p>Contribute to the development and maintenance of training materials including presentations, videos, websites and documents.</p> <p>Manage the translation process of the website and training materials into the IAEA's official languages.</p> <p>Provide training to internal safeguards users and SRA users visiting the IAEA.</p>		
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 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.
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.
Expertise		
Expertise	Description	Asset
Information Technology Concepts and solutions for secure information flow	Proficiency in the Microsoft Office Suite and comfortable with other technologies. Experience with SharePoint and a basic understanding of cryptography an asset.	N
Information Technology Web Administration	Expertise in communication through web tools.	N
Management and Programme Analysis Guidance Development	Ability to develop clear guidance documents and training material on technical subjects and to deliver effective training to an international audience.	N
Management and Programme Analysis Partnership Development	Ability to build effective partnerships internally and with Member States.	N
Languages		
Languages	Asset Languages	
English	Arabic Chinese French Russian Spanish	
Qualification		
Qualification Title	Description	
Bachelor's Degree	University degree in international relations, business studies, information management, cyber security or a related field.	
Experience		
Minimum of two years of relevant working experience supporting software applications, managing client relations, and the introduction of electronic working tools, including the development of guidance and training material. Experience with video authoring tools, e.g. Camtasia, an asset.		