



Job Description Print Report

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Position Review

Position Number	190625	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number	R0129	Fund Type	EBR	Parent Position	018049 Team Leader (SG-TEF) 6		
Organization	SGTS-Technology Engineering and Foresight Team	FTE	1	CCOG 1	1A05B		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Project Engineer	Proposed New Title			
Master Version	2	Master Status	Approved	Approval Date	05-DEC-18		
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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).

Within the Office of the Deputy Director General, Head of the Department of Safeguards, the Section for Safeguards Programme Coordination serves as the principal advisory body in support of the entire management of the Department including formulation and execution of departmental management policies and procedures. The Section provides internal coordination and support in the areas of programme and budget, human resources, performance monitoring, effectiveness evaluation, communication, reporting and project support.

The Division of Technical and Scientific Services (SGTS) is responsible for measurement systems applied in safeguards verification activities, containment and surveillance techniques and all verification logistics.

The Section for Verification Technologies (TVT) is responsible for:

- In the areas of attended equipment, developing, supporting and continuously improving services to operations divisions through the creation of strong partnerships;
- Managing the full lifecycle of portable and resident attended systems from the initial identification of technologies to their full decommissioning;
- Providing field assistance associated with instrumentation used by inspectors in attended mode;
- Implementing the technology foresight function of identifying and evaluating advanced, emerging or novel, technologies suitable for IAEA safeguards;
- Managing the implementation of safeguards equipment related to complex facilities;
- Managing divisional processes relevant to systems engineering and project management

The Section comprises three specialized teams: Technology Engineering and Foresight, NDA Services and NDA Instruments.

The Technology Engineering and Foresight team provides services in the following areas:

- Management of divisional projects for the implementation of safeguards equipment at complex facilities;
- Establishing and maintaining divisional processes relevant to systems engineering and project management;
- Undertaking the Technology Foresight function to identify, evaluate and adapt to safeguards specific needs, novel, advanced and emerging technologies applicable to IAEA verifications

Main Purpose

Reporting to the Team Leader, the Associate Project Engineer provides support for the timely execution of divisional projects assigned to the Technology Engineering and Foresight Team.

Role

The Associate Project Engineer is: (1) a technical contributor supporting the design of technical solutions to be implemented in the framework of divisional projects, (2) a project management contributor supporting initiating, planning, executing and controlling the execution of agreed projects and tasks, and (3) a technical writer drafting and/or reviewing technical documentation associated to safeguards equipment.

Partnership

The Associate Project Engineer works with the Technology Engineering and Foresight Team on requirement verification, validation, integration and testing related to the tasks performed by this team. The incumbent coordinates his/her work with other teams of the Section and Division, and with other Divisions within the Department of Safeguards.

Functions / Key results Expected

The Associate Project Engineer will:

- In close collaboration with the team, plan and coordinate technical activities on assigned projects;
- Act as a substantive contributor in the drafting and editing of technical documentation (e.g. test procedures, user reference manuals) related to specific projects;
- Maintain detailed records of all work performed;
- Ensure effective communication and coordination on assigned projects between all project participants.

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
Physical Science/ Physics / Nuclear Instrumentation	Knowledge supported by education and/or by professional experience in the development, design, production or use of instrumentation, preferably in the radiation detection area.	N
Engineering/ Nuclear Engineering/ Project Management	Knowledge supported by education and/or by professional experience in the management of projects, preferably involving nuclear instrumentation.	Y
Engineering/Other Technical Engineering /Mechanical Engineering	Familiarity with mechanical engineering or associated technologies such as Computer Assisted Design (CAD) tools.	Y
Position Specific FC		
Position Specific FC	Occupational Role	Definition
Position Specific Expertise		
Position Specific Expertise	Description	Asset
Languages		
Languages	Asset Languages	
English	Arabic Chinese French Russian Spanish	

Qualification	
Qualification Title	Description
Bachelor's Degree	University degree in in a technical discipline (pref. Engineering or Physics)

Experience

At least two years of professional experience, in the area of development, testing and/or implementation of radiation detection or monitoring, video surveillance or sealing.

Experience in System Integration would be beneficial.

Experience in the development of software applications using modern programming languages (e.g. Python, C++) would be beneficial.

Experience in developing, refining, and revising specifications and test procedures for equipment would be beneficial.

