



Job Description Print Report

Print Date:

Position Review

Position Number		Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position			
Organization	SGCP-Support Programme Coordination Team	FTE	1	CCOG 1			
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Support Programme Information and Communication Officer	Proposed New Title			
Master Version	1	Master Status	Approved	Approval Date			
Position Version	1	Position Status	Not Initiated	Approval Date			

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 two Offices: 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 Concepts and Planning is responsible for strategic planning, the development and promotion of safeguards concepts and policy, the coordination of research and development activities, the implementation of the quality management system of the Department, and the provision and development of training.

Main Purpose

As a team member reporting to the Team Leader of the Support Programme Coordination Team (SPCT), the Associate Support Programme Information and Communication

Officer will be the focal point for content modernisation and training for the Support Programme Information and Communication System (SPRICS), both to internal and external users of the system. He/she will liaise with stakeholders to fully populate relevant task information, train new and existing users in a role-specific manner, explore possibilities for expanded usage of the system with user groups, and work with system administrators within the Department of Safeguards to ensure that user needs and concerns are addressed by system updates.
Role
The Associate Support Programme Information and Communication Officer is: (1) a user representative, assisting to ensure efficient and effective implementation of SPRICS 2.1 in a manner that meets user needs; (2) a coordinator between Department staff and MSSP representatives to identify and coordinate implementation of content updates to the system, (3) a trainer for staff and MSSP representatives that interact with the SPRICS 2.1 system; (4) an analyst, identifying and recommending new and/or enhanced features and procedures to streamline processes and improve capabilities.
Partnership
The Associate Support Programme Information and Communication Officer builds strong working relationships with stakeholders throughout the Department of Safeguards and with representatives from Member State Support Programmes.
Functions / Key results Expected
<p>Work with Task Officers, Project Managers and SPCT to update and append task records with all relevant information and documentation, such as updated scopes of work, current previous status reports, current and completed actions, all associated letter requests to Member States, any papers or reports completed, work plans and specifications (as appropriate), presentations, and other media in cooperation with the Team Leader (SG-Support Programmes), Technical Programme Coordination Officer and Support Programme Administrator;</p> <p>Solicit, compile and provide user feedback on system usability as well as desired content and features to relevant stakeholders including SPCT and the system developers, propose possible changes to simplify and streamline SPRICS 2.1;</p> <p>Conduct training sessions and draft training materials as well as SPRICS guidelines for internal and external users (e.g. e-newsletter, FAQ, troubleshooting page) and assist with preparation of various documentation from SPRICS 2.1, such as for MSSP review meetings;</p> <p>Coordinate SPRICS 2.1-related outreach and troubleshooting for users in the department and in MSSPs;</p> <p>Liaise regularly with Office of Information and Communication Systems (SGIS) application development team regarding development progress for necessary updates;</p> <p>Complete data migration of historical task information from the SPRICS 1.0 format to SPRICS 2.1 (i.e., migration of records from already completed/terminated tasks);</p> <p>Provide support for formatting and review of task status updates and new task proposal requests;</p> <p>Work with Task Officers to ensure MSSP review meeting actions are entered and tracked in SPRICS</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.
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
Administrative Support / Data and Information Analysis and Reporting	Expertise in analysing programmatic information and data to identify and explain trends and needs to management.	N
Information Technology / Database Management	Expertise in updating or maintaining database records to ensure clarity, availability and timeliness of information.	N
Management and Programme Analysis / Analytical Writing Skills	Expertise in synthesizing and explaining the essential elements of technical information in clear prose that is accessible to diverse audiences.	N
Management and Programme Analysis / Partnership Development	Expertise in establishing partnerships, such as for project implementation, both within an organization and with external groups	N
Safeguards / Safeguards System	Knowledge of basic principles and technologies of relevance to the application of IAEA safeguards around the world.	Y
Languages		
Languages	Asset Languages	

English				Arabic Chinese French Russian Spanish			
Qualification							
Qualification Title				Description			
Bachelor's Degree				University degree in business administration, system administration, international relations or related discipline, advanced university is an asset.			
Experience							
Minimum of two years of practical relevant professional experience preferably in international or governmental organizations, in the areas of international relations, client management, system administration, communications or other related discipline.							
Job Description Remarks							
Familiarity in the use of an Enterprise Resource Planning (ERP) system(s) or related system is an asset.							
Requisition							
Contract Type	Fixed Term - JPO	Expected Start Date	TBD	Duration	24	Mobility	No
Fully Competitive Recruitment		No	Travel	No			