



## Job Description Print Report

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### Position Review

Position Number	223366	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	006958		
Organization	SGCP-SG Staff Training Team	FTE	1	CCOG 1	1A05		
Grade	P2	Duty Station	DS - IAEA VIENNA	CCOG 2			
Classified Grade	P2	Position Title	Associate Training Officer	Proposed New Title	Associate Training Officer		
Master Version	1	Master Status	Approved	Approval Date			
Position Version	1	Position Status	Approved	Approval Date	24-JUL-21		

### 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 Section for Training, one of four sections in the Division of Concepts and Planning, is responsible for the development, coordination and provision of safeguards related training for the Department and for personnel of Member States in relation to their obligations under safeguards agreements with the IAEA. The principal functions and responsibilities of the Section include: the organization and implementation of the training of safeguards staff and Member State personnel; the preparation, coordination and maintenance of documentation required for training; and the maintenance of training facilities.

#### Main Purpose

As part of the Training Section, the Associate Training Officer supports the Training Officers in every aspect of the training process: training needs analysis, training design,

development, implementation and effectiveness evaluation.

## Role

The Associate Training Officer is: (1) a promoter for professional development and adult learning; (2) an implementer of the systematic approach to training from training needs analysis to training effectiveness evaluation; (3) a team collaborator to training design, development (training materials, eLearning) and training delivery (in his/her area of expertise); (4) a resource for managing training processes (e.g. learning management systems), process improvement (documentation) and communication (stakeholder communication); (5) a contributor to the overall departmental knowledge in his/her area of expertise.

## Partnership

The Associate Training Officer will work with the Training Officers, Training Assistants, Subject Matter Experts as well as with training customers and stakeholders (inside and outside the organization).

## Functions / Key results Expected

Under the supervision of the team lead and of training officers, the Associate Training Officer:

- Assists in the analysis of training needs, training effectiveness and priorities for the staff in the department;
- Designs training materials (including eLearning materials);
- Drafts procedures and maintains IT tools for the implementation and improvement of training processes;
- Provides advice and review of technical content in his/her area of expertise; and
- Supports communication with stakeholders inside and outside the department.

## 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
Management and Programme Analysis   Information Collection and Analysis		Strong analytical skills and the ability to analyze data relevant to training.	N
Training   Training Design		Some experience or knowledge of training and/or e-learning is an asset.	Y
Languages			
Languages		Asset Languages	
English		Arabic Chinese French Russian Spanish	
Qualification			
Qualification Title		Description	
Bachelor's Degree		University degree in nuclear sciences, information technology, training and development or other related sciences.	
Experience			
<ul style="list-style-type: none"><li>At least two years of working experience in areas relevant to the position.</li><li>Good communication and presentation skills, including preparation and delivery of teaching materials in his/her area of expertise.</li></ul>			