



## Job Description Print Report

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### Position Review

Position Number	249890	Position Type	JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	009340		
Organization	SGAS-Coordination and Support Section	FTE	1	CCOG 1	1J07		
Grade	P2	Duty Station	DS - IAEA SEIBERSDORF	CCOG 2			
Classified Grade	P2	Position Title	NWAL Coordination Associate	Proposed New Title			
Master Version	1	Master Status		Approval Date			
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### Job Description Review

#### Organization Settings

The Department of Safeguards carries out the IAEA's duties and responsibilities as the world's nuclear inspectorate, supporting global efforts to stop the spread of nuclear weapons. The primary role of the Department is to develop and implement IAEA safeguards to ensure that there is no diversion of declared nuclear material from peaceful activities and no indications of undeclared nuclear material or activities in a State as a whole.

The Department comprises nuclear safeguards inspectors, responsible for carrying out inspections and verifications of all-safeguards relevant information for nuclear facilities in over 180 States; and technical staff responsible for a wide range of activities including: developing concepts and approaches for implementing safeguards; developing and maintaining safeguards equipment; providing analytical and laboratory services for sample analysis; collecting, evaluating and analysing safeguards-relevant information; providing information and communication technology infrastructure and services; and providing programme coordination support.

The Office of Safeguards Analytical Services (SGAS) is responsible for the analysis of inspection samples collected in the field. Located about 45 km south of Vienna in Seibersdorf, SGAS is organized into three sections: the Nuclear Material Laboratory (NML), the Environmental Sample Laboratory (ESL) and the Coordination and Support Section (CSS). The laboratory sections conduct the screening, chemical treatment and measurement of the inspection samples. The Coordination and Support Section provides a variety of key services to the laboratories, as well as managing the network of analytical laboratories. SGAS also manages analytical and inspection activities in a dedicated On-Site Laboratory at the Rokkasho Reprocessing Plant in Japan.

#### Main Purpose

Reporting to the Coordinator of the Network of Analytical Laboratories (NWAL), the NWAL Coordination Associate contributes to the routine operation of the NWAL, specifically the coordination of the distribution of safeguards samples, in particular environmental samples, to the members of the NWAL for analysis. He/she helps to maintain the contractual framework for services provided by NWAL members, including the issuing of purchase orders and the processing of invoices. He/she monitors and reports on the NWALs status, and supports its expansion whenever needed to ensure sufficient capacity and capability to handle the Department's analysis requirements. He/she ensures that the software tools for the day-to-day administration of these functions are maintained. He/she also supports the Agency's Technical Meetings that gather members of the NWAL.

Role		
<p>The NWAL Coordination Associate fulfils four principle roles: (1) a liaison who exchanges information between staff of the Department of Safeguards and members of the NWAL, in order to facilitate the distribution of samples to the laboratories for analysis; (2) a technical expert who helps to match safeguards analytical requirements with laboratory capabilities within the NWAL; (3) a team member who supports uninterrupted contractual arrangements between the Agency and NWAL members; and (4) a problem solver who troubleshoots software-related issues that affect the day-to-day functioning of the NWAL and ensures the relevant IT tools are routinely maintained.</p>		
Partnership		
<p>The NWAL Coordination Associate builds strong working relationships with staff across the Department of Safeguards and within the NWAL. Primarily, relationships within the Office of Safeguards Analytical Services (SGAS) and the Nuclear Fuel Cycle Information Analysis Section, Division of Safeguards Information Management (SGIM) will be critical.</p>		
Functions / Key results Expected		
<ul style="list-style-type: none"> <li>• Coordinate the exchange of information among SGAS, SGIM, and NWAL stakeholders in order to facilitate the distribution of samples for analysis.</li> <li>• Advise the NWAL Coordinator on laboratory selection for safeguards sample analysis.</li> <li>• Coordinate the development and maintenance of the IT tools necessary for the distribution of safeguards samples to the NWAL.</li> <li>• Maintain completeness and accuracy of NWAL-related data and monitor key performance indicators associated with sample collection, distribution and analysis.</li> <li>• Prepare draft reports on the status of the NWAL to be used as a basis for recommendations on NWAL utilization and expansion.</li> <li>• Maintain contracts for sample shipment and analysis, and process purchase orders and invoices.</li> <li>• Contribute to the organization of annual Technical Meetings on Bulk and Particle Analysis of Environmental Samples.</li> </ul>		
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
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Resilience	Associate	Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.
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.
<b>Expertise</b>		
<b>Expertise</b>	<b>Description</b>	<b>Asset</b>
Administrative Support Correspondence and Written Communication	Experience preparing accurate and concise correspondence	N
Administrative Support Informational and Workflow Management	Experience monitoring complex workflows comprising of many stakeholders	Y
Management and Programme Analysis Database Interrogation	Experience extracting relevant data from large databases	Y
Physics Mass Spectrometry Chemistry	Knowledge of laboratory techniques relevant to the analysis of safeguards samples	N
Safeguards Safeguards System, Basic	Knowledge of safeguards and their implementation	N
<b>Position Specific FC</b>		
<b>Occupational Role</b>	<b>Definition</b>	
<b>Position Specific Expertise</b>		
<b>Description</b>	<b>Asset</b>	
<b>Languages</b>		
<b>Languages</b>	<b>Asset Languages</b>	
English	Arabic Chinese French Russian Spanish	
<b>Qualification</b>		
<b>Qualification Title</b>	<b>Description</b>	
Bachelor's Degree	Scientific, engineering, or related field	
<b>Experience</b>		
Minimum of two years working experience in the area of laboratory analysis. Knowledge of the laboratory techniques relevant to the analysis of safeguards samples (either in chemistry or in physics). Experience with the design or utilization of relational databases would be an asset. Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.		