IAEA

Job Description Print Report

Position Review

Position Number	236491	Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	020115|Team Leader (SG-Support Programmes)|6		
Organization	SGCP-Support Programme Coordination Team	FTE	1	CCOG 1	1A02E		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Safeguards Support Programme 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 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 Division of Concepts and Planning (SGCP) is responsible for the development and promotion of safeguards concepts, approaches and policy; the development and provision of safeguards training; planning and the development of resource mobilization priorities; the coordination of research and development activities and Member State Support Programmes; and the implementation of the quality management system of the Department.

Main Purpose

As a team member reporting to the Team Leader of the Support Programme Coordination Team (SPCT), the Associate Safeguards Support Programme Officer will be a focal point for content modernization 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, 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 Safeguards Support Programme Officer is: (1) a user representative, assisting to ensure efficient and effective implementation of SPRICS in a manner that meets user needs; (2) a coordinator between Department staff and Member State Support Programmes (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 system; (4) an analyst, identifying and recommending new and/or enhanced features and procedures to streamline processes and improve capabilities.

Partnership

The Associate Safeguards Support Programme Officer builds strong working relationships with stakeholders throughout the Department of Safeguards and with representatives from Member State Support Programmes.

Functions / Key results Expected

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 competed 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;

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;

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 such as for MSSP review meetings;

Coordinate SPRICS related outreach and troubleshooting for users in the department and in MSSPs;

Liaise regularly with Office of Information and Communication Systems (SGIS) application development team regarding development progress for necessary updates;

Complete data migration of historical task information from the previous SPRICS format(s)/versions(s) to the current SPRICS format/version (i.e., migration of records from already completed/terminated tasks);

Provide support for formatting and review of task status updates and new task proposal requests; and

Work with Task Officers to ensure MSSP review meeting actions are entered and tracked in SPRICS.

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	Demonstrated expertise in analyzing programmatic information and data to identify and explain trends and needs to management.	N
Information Technology|Database Management	Demonstrated expertise in updating or maintaining database records to ensure clarity, availability and timeliness of information.	Y
Management and Programme Analysis|Analytical Writing Skills	Demonstrated 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	Demonstrated expertise in establishing partnerships, such as for project implementation, both within an organization and with external groups.	Y
Safeguards|Safeguards System, Basic	Knowledge of the basic principles and technologies of relevance to the application of IAEA safeguards around the world.	Y

Position Specific FC	Occupational Role	Definition

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 Business Administration, System Administration, International Relations or related discipline; advanced university degree is an asset.

Experience

A minimum of 2 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.