Job Description Print Report

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 at the facility and State level; the development and provision of safeguards training for staff and Member States; strategic planning and the development of resource mobilization priorities; the coordination of Member State Support Programmes and associated research and development activities; and the implementation of the quality management system of the Department.

Main Purpose

As part of the Training Section, the Associate Training Officer (SGCP) 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 (SGCP) 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 (SGCP) 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 (SGCP):
-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 and the IAEA.

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.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
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

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 Nuclear Sciences, Information Technology, Training and Development or other related sciences.

Experience

At least two years of working experience in the relevant areas (Nuclear Sciences and/or Information Technology and/or Training and Development).
Good communication and presentation skills, including preparation and delivery of teaching materials in his/her area of expertise.

Job Description Remarks