



Job Description Print Report

Position Review

Position Number		Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	013017 Section Head (SGIM-ISD) 9		
Organization	SGIM-Declared Information Analysis Section	FTE	1	CCOG 1	1A05		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate State Declarations Portal Officer	Proposed New Title	Associate State Declarations Administrator		
Master Version	1	Master Status	Approved	Approval Date			
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Organization Settings

The Department of Safeguards carries out the IAEA's duties and responsibilities to develop and implement Agency safeguards as required under the NPT and the IAEA's statute. The primary role of the Department is to detect any diversion of declared nuclear material from peaceful activities and to ensure that there are no indications of undeclared nuclear material or activities in a State.

The Department is responsible for carrying out inspections and verifies safeguards relevant information in over 180 States. IAEA inspectors and technical staff are 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. In particular, the Department is also responsible for receiving, processing and analysing all reports and declarations that States submit to the IAEA as obligated under the relevant Safeguards agreements Division of Information Management (SGIM) implements methodologies and techniques for the collection, processing and analysis of a range of safeguards-relevant information, including reports and declarations submitted by States. The Division is also responsible for evaluating the results of sample analysis or from measurements collected during infield activities and information from open sources, including nuclear trade-related data and satellite imagery. Staff perform data validation, information analysis and evaluation to support infield activities and provide key input to the State evaluation process.

Main Purpose

Under the supervision of the Section Head, the Associate State Declarations Administrator contributes to the IAEA's overall objective of maintaining and further developing an efficient verification system by managing certain aspects of the information flow between State authorities and action offices in the Department of Safeguards. The incumbent administers the State Declarations Portal (SDP) which is used to: (1) manage information flows between external parties and the IAEA's Department of Safeguards; (2) monitor the completion of workflows that are triggered by certain types of communication; (3) function as the authoritative external communication archive;(4) identify software improvement needs and liaise with relevant organisational entities to initiate and complete these improvements; (5) implement access control policies with State authorities and counter parts; and (6) develop and implement policies for the expanded use of SDP.

Role		
The Associate State Declaration Administrator serves as a liaison and focal point within the Declared Information Analysis Section, providing support to States in the adoption and use of the State Declarations Portal for the electronic submission of declared information. The Associate State Declaration Administrator also collaborates closely with internal colleagues on matters related to the State Declarations Portal and document management to optimize its use and enhance operational efficiencies.		
Partnership		
The Associate State Declarations Administrator works closely with staff within the Declared Information Analysis Section and with representatives of State or regional authorities to promote and support the use of the State Declarations Portal. This includes collaboration on a daily basis with staff within the Section and the Department to ensure the effective functioning and use of the State Declarations Portal and the provision of information and training sessions to stakeholders. The Associate State Declarations Portal Administrator is the focal point for States in relation to the State Declarations Portal.		
Functions / Key results Expected		
- Support external and internal users to ensure the effective use of the of the State Declarations Portal (SDP) by implementing access control policies in coordination with State authorities and the IAEA, including providing cryptographic tokens, and guiding users through the entire process. - Administer the process of Remote Secure Access (RSA) tokens through the stages of procurement, receipt, distribution and retirement. - Provide training to internal safeguards staff and visiting State or regional authority (SRA) representatives, and contribute to the development of instructional materials (e.g. presentations, videos, and guides) to encourage adoption and effective use of the SDP. - Provide quality control by monitoring the correct use of subject classification for each incoming communication item and providing corrections (reclassification) where needed. - Develop and provide meaningful statistical information on SDP usage and the timeliness of certain workflows. Establish and maintain basic information about all State or regional authority (SRA) users, as well as persons contacted regarding the SDP. - Monitor workflows that are initiated by the receipt of certain types of correspondence for timely completion and communicate, as necessary, with relevant stakeholders. - Evaluate the SDP's usability and provide feedback to stakeholders, in particular to the IT support team. - Contribute to continuous improvement, in particular related to the user experience.		
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’s programme. Evaluates the results realistically, drawing conclusions from lessons learned.	
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports management decisions.	
Planning and organizing	Individual Contributor	Plans and organizes work in support of achieving the stated 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 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 quality management standards and process improvement.	
Technical/scientific credibility	Associate	Acquires and applies new skills to remain up to date in the relevant area of expertise. Reliably applies knowledge of technical/scientific methods and concepts.	
Expertise			
Expertise		Description	Asset
Information Technology Concepts and solutions for secure information flow		Proficiency in the Microsoft Office Suite and with web-based technologies. Basic understanding of cryptography an asset.	N
Information Technology Web Administration		Expertise in web-based user interface evaluation.	N
Management and Programme Analysis Guidance Development		Ability to develop clear guidance documents and training material on technical subjects and to deliver effective training to an international audience.	N
Management and Programme Analysis Partnership Development		Ability to build effective partnerships internally and with Member States.	N
Safeguards and Non-proliferation Basic concepts		Knowledge of safeguards concepts and State reporting obligations an asset.	Y
Languages			
Languages		Asset Languages	
English		Arabic Chinese French Russian Spanish	

Qualification	
Qualification Title	Description
Bachelor's Degree	University degree in information management, computer science, international relations, public administration, or a related field.
Experience	
Minimum of two years of relevant working experience in information and document management, client relations, including the development of guidance and training materials. Experience in supporting clients remotely an asset.	