

Job Description for Professional Posts

Reference: MT2024/03

Position and Grade:	Associate Security Coordination Officer, P2
Organizational Unit:	Office of the Deputy Director General Department of Management
Duty Station:	Vienna
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Management (MT) provides a ‘platform of services’ that serves as a foundation for the successful delivery of the IAEA’s scientific and technical programmes. Its mission statement is as follows: “MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose”. Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

Main Purpose

Reporting directly to the Security Coordination Officer (Policy and Planning), the Associate Security Coordination Officer assists the team in security coordination and security services delivery to the IAEA’s departments and divisions. He/she supports the team of the Central Security Coordinator (CSC) in development, implementation and compliance of the IAEA’s Organisational Resilience Management System (ORMS), to include CSC tasks regarding the maintenance, exercise and review of the ORMS.

Role

The Associate Security Coordination Officer will contribute and support the team in the activities relating to quality assurance and continuous process improvements to the resilience of the IAEA’s

programmes and activities; and the design and implementation of the Organisational Resilience Management System (ORMS).

Partnerships

The Associate Security Coordination Officer liaises with all relevant staff with ORMS responsibilities at divisional and departmental level within the IAEA. He/she also promotes the capabilities and support functions of the Agency's central security team with a particular focus on organisational resilience.

Functions / Key Results Expected

- Assists in the coordination of the Organisational Resilience Management System (ORMS) with the IAEA's departments, offices and divisions; to include the coordination of input to the IAEA business impact analysis, business continuity plan, and the related maintenance, exercise and review plan.
- Organises the collection and reporting on key performance objectives and key performance indicators, both those internal to the Department of Management and those that need to be reported on an Agency-level to the Organisational Resilience Group (ORG).
- In close collaboration with the team, coordinates with Agency Departments, Offices and Divisions, and other relevant stakeholders to enhance collaboration, particularly with respect to the maintenance, exercise and review of the Agency ORMS.
- Assists in the organisation of resilience trainings and exercises, debriefings and reporting, as well as related meetings of ORMS focal points and the ORG.
- Support the team in organizing informational briefings and other outreach activities related to the Agency's ORMS.
- Perform other tasks that may be required related to security related resilience activities such as risk assessments, liaison on disaster recovery infrastructure, protection of vital records and emergency medical response planning.

Competencies and Expertise **(do not revise or edit)**

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen and understand the perspective 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.

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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		
Competence	Occupational Role	Behavioural Indicator
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/Decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

Expertise	
Expertise	Description
Physical Protection/Security Management	Knowledge of Security Risk Management expertise for the UN Security Management System.

Education, Experience and Language Skills

- University Degree on a security or organisational resilience related subject such as political science, business administration, international relations.
- Minimum of two years of relevant professional experience preferably in international organizations. Ability to promote and cultivate professional relations, particularly through advancing a culture of information and knowledge sharing. Experience in working with multicultural and multidisciplinary teams.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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