

The Department of Management (MT)

An exciting place to work

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IAEA

International Atomic Energy Agency

MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose

Member States

NE

Major
Programme 1

NA

Major
Programme 2

NS

Major
Programme 3

SG

Major
Programme 4

TC

Major
Programme 6

MT – Major Programme 5

Platform of services to ensure the successful delivery of the IAEA's scientific and technical programmes

Budget &
Finance

IAEA

Procurement

Human
Resources

Information
Technology

Conference and
Document services

General Services

Security

Both MT, DGOC and ORDG are part of the MP5 Programme

MP5 – Policy, Management and Administration Services

DGOC and ORDG

Director General's
office Legal –
Oversight – Public
Information – Policy
making Organs

Department of Management

Finance – Procurement – IT
Human Resources – General Services
Printing, Translation and Conferences

Procurement facilitates the process of acquiring goods and services to support the Agency's mandate while ensuring best value for money is derived

Examples of the types of goods and services purchased

- Agency Freight Forwarder
- Field Project Consolidator BPA's
- Cleaning Services IAEA HQ
- Spent fuel repatriation
- Satellite Imagery Data
- Research Reactor Spent Fuel Removal
- Safeguards system upgrades in reactors
- Travel services
- Safeguards Next-Generation Surveillance Systems
- Ion Mass Spectrometers
- IT Consultant Services
- Gamma Irradiators
- Medical Linear Accelerators
- Networked photocopying, digital printing and scanning equipment and related services
- Office furniture
- Software licenses, maintenance, support
- Laser Ablation Systems
- Pan-African Cancer Control Education and Training Harmonization Framework
- Mass spectrometers (TOF-SIMS, IM, NG,)
- Radiation Portal Monitors
- Radioactive sources - procurement, removal and conditioning
- Internet connectivity
- Security upgrade of nuclear facilities in member states
- Electron microscopes
- X-ray machines
- Graphics design consultancies
- Shipping, courier, mail services
- Radiopharmaceutical production - cyclotrons, hot cells, in-cell equipment

Facts: 5000 purchase orders, €135 million spend, 37 Staff

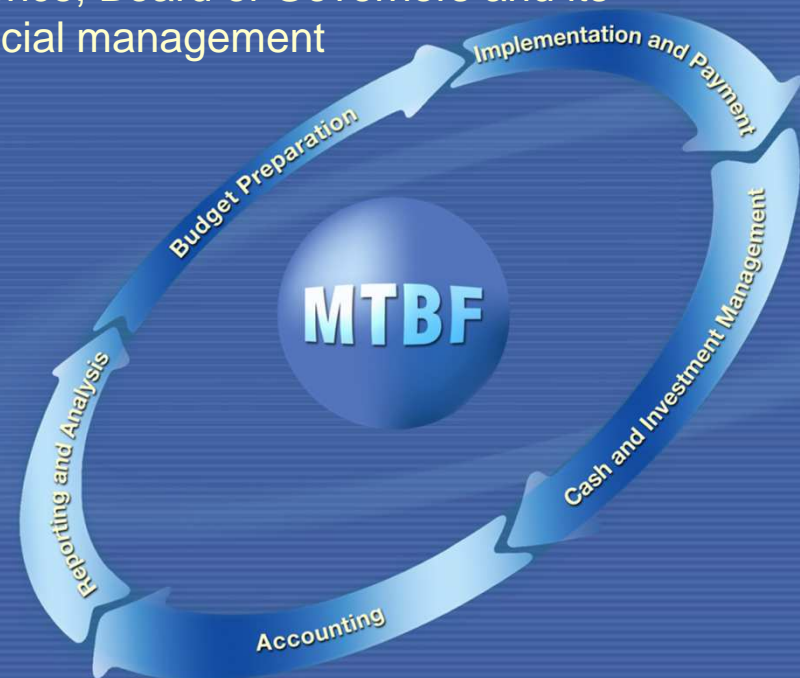


Budget and Finance – a team of recognized financial experts providing seamless services and optimal solutions to support the IAEA’s mandate

- Leads development of **best practice financial policies and processes**
- Provides reliable, **timely and efficient financial services**
- Fosters a *professional, innovative and customer-oriented working environment*
- Provides Member States and Donors with a **professional and responsive point of contact**
- Acts as the **focal point with the External Auditor**
- **Facilitates deliberations** by the General Conference, Board of Governors and its subsidiary bodies and decision-making on financial management issues

Facts:

**Monitoring €500 million of annual expenditure;
Managing treasury positions of up to €550 million;
Processing over 200,000 financial transactions/year. Staff: 60 regular staff**



The Division of General Services supports the functioning of the IAEA through the provision of services to enable the efficient and effective running of the Agency

- Provides technical advice and has overall responsibility for the implementation of major facilities management at the VIC. Operates all facility services at the Agency's laboratories in Seibersdorf
- Organises all transportation and logistics for staff including air travel for inspectors, household shipments, arrange for visas and Austrian residency permits
- Operates some common services including the pharmacy, dry cleaners and the Commissary, a duty free store for staff of Vienna based organizations and missions
- Maintains the Agency's archives for all historical and operations records
- Oversees the property management of all Agency's assets

Staff: 184, Budget: € 33.2 M

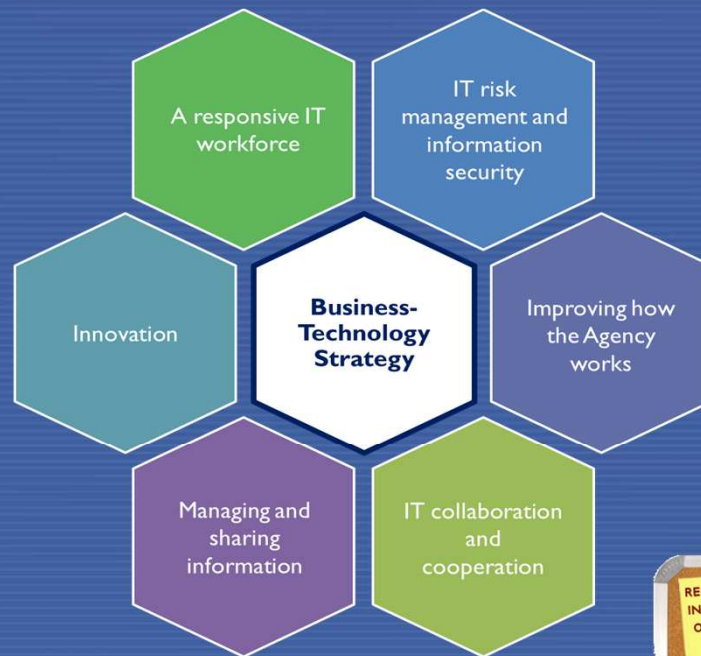
Human Resources is a provider of the full range of HR Services, working and planning in partnership with managers to meet current and long term human resource requirements while supporting staff in all aspects of their working lives.

- **Coordinates and advises on the recruitment** of staff at all levels, talent acquisition, sourcing, internal and external partnership development and candidate evaluation and management.
- **Promotes and strives** for Gender parity particularly in technical and scientific roles. Since 2010 number of women in professional roles has increased by 5.2%.
- **Supports staff wellbeing** by providing a range of services in the areas of contracts, salaries, benefits and entitlements, health insurance and pension
- **Provides strategic advice** to managers in planning HR capacity to meet future programmatic needs; ensures effective organizational design and grading structures, provides support to job design, and conducts post classification
- **Formulates, updates and communicates related HR policies** and processes in the interests of staff and the Agency
- **Identifies needs, plans and delivers training** courses, development opportunities and information sessions on topical issues
- **Occupational health service** promoting staff health and well being, provides on site medical care , conducts medical exams , initiates preventive health campaigns, offers ergonomic workplace assessments, advises on sick leave and return to work management

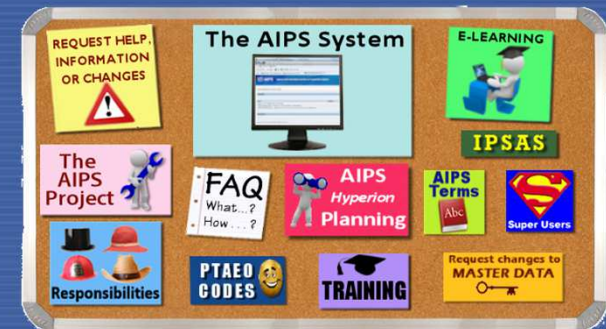
**Facts: 30,000 applications received each year.
Staff: 74 (including VIC Medical Services)**



MTIT is the central IT group for the Agency. It provides IT infrastructure, help desk, training, and information security services as centralized functions.



Using Technology Better, Using Better Technology, Securely



Facts: 3000 internal users, 34 000 NUCLEUS users, €20 million budget, 98 Staff



Conference and Document Services facilitates the effective exchange and dissemination of information between the Secretariat and Member States and among Member States

- **Organizes meetings and conferences**, responsible for four Board Meetings per year, General Conference and many Scientific and Technical meetings.
- **Edits and translates**, Board and other documents in the six official UN languages
- **Publishes edits, prints and distributes documents** and scientific publications in the six official UN languages

Facts: Translates 9.5 million words per year, budget 16 Million, 118 Staff

Security leads development and implementation of security policy to ensure that the Agency data, staff and assets are protected

- Physical Security
- Information Security
- Business Resilience
- Field Security

Facts: Seibersdorf Protective Force includes 3/10 female security officers
Staff: 4