

# Job Description for Professional Posts

<b>Position:</b>	Associate Press and Public Information Officer
<b>Grade:</b>	P-2
<b>Organizational Unit:</b>	Office of Public Information and Communication Media, Multimedia and Public Outreach Section
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	JPO, FT, 1 year

## Organizational Setting

The Office for Public Information and Communication provides objective, accurate and timely information about the IAEA and nuclear developments that fosters public understanding of the IAEA's global roles. It also provides advice to the Director General on relations with the media and organizes press briefings. The Office coordinates the communication activities for the rest of the house and assists in the media aspects of major IAEA events and conferences.

The Media, Multimedia and Public Outreach Section has corporate responsibility for relations with the media and the public, as well as for producing audio and video materials to promote the IAEA's activities.

## Main Purpose

Under the supervision of the senior PPIO and in coordination with other Press and Public Information Officers, the Associate Press and Public Information Officer works on multifaceted communication outreach to increase global awareness and media coverage of the IAEA's activities, with a special focus on niche/specialist media.

## Role

The Associate Press and Public Information Officer is: (1) an analyst compiling and analyzing statistics to help the Section maximize the effect of its limited resources; (2) a professional communicator, researching topics and collecting information to answer requests from journalist and the general public.

## Partnerships

The Associate Press and Public Information Officer works closely with other PIOs and with the SH/Spokesperson as well as liaises with relevant Agency staff and journalists on pertinent matters for media outreach.

## **Functions / Key Results Expected**

Interact with journalists and expand and analyse media contacts to increase global awareness and media coverage of the IAEA's activities and its role in increasing access to nuclear technology while improving the safety and security of nuclear facilities.

Evaluate and analyse statistics and results of media outreach, such as press releases, press conferences and media events to optimize the Section's work.

Carry out in-depth research and analysis of specialist media to create awareness about the IAEA's multi-faceted work.

Write, edit and coordinate material for a wide variety of outreach products.

Act as the main coordinator for posting press releases and other material on the Agency's press page, by using the IAEA's content management system.

Oversee quality control of internal media monitoring.

Prepare, record and follow up on coverage of media interviews with IAEA Officials.

Perform other duties as required.

## **Knowledge, Skills and Abilities**

Broad understanding of the IAEA's mandate, of its operations, and of nuclear issues in general.

Good understanding of the media environment, including traditional and new media, and of journalists' and other media contributors' needs.

Ability to compile and analyse result-oriented statistics on media work.

Ability to coordinate and manage a major media and public outreach work.

Strong research and writing skills.

Ability to work in teams and win the confidence of IAEA staff interacting with OPIC.

## **Education, Experience and Language Skills**

University degree in communication, media studies, journalism or a related field.

2 years of experience in communication/journalism, project management and/or organizing public events.

Some writing and editing experience.

Some experience in using statistics and data to improve performance.

Journalistic experience an advantage.

Some experience working with media in a press and public information context.

Excellent knowledge of written and spoken English is required. Working knowledge of one or more of the other IAEA official languages (Arabic, Chinese, French, Russian or Spanish) as well as German an advantage.