

Job Description for Professional Posts

Position:	Associate Project Officer, two posts
Grade:	P-2
Organizational Unit:	Division for (Regional Division) Department of Technical Cooperation
Duty Station:	Vienna
Type/Duration of Appointment:	JPO, FT, 1 year

Organizational Setting

The Department of Technical Cooperation (TC) consists of the Office of the Deputy Director General, four regional Divisions (Africa, Asia and the Pacific, Europe and Latin America), the Division of Programme Support and Coordination and the Division of the Programme of Action for Cancer Therapy (PACT). It provides strategic direction for the IAEA's technical cooperation programme, and is responsible (in close collaboration with Member States) for the planning, formulation, implementation and monitoring of the programme, in line with the IAEA Medium Term Strategy.

The regional Divisions are responsible for planning, programming, implementing and monitoring the IAEA's technical cooperation programme, in line with the IAEA Medium Term Strategy and operational guidelines. The Divisions respond to developmental priorities in Member States through effective programme management, increased Member State engagement, partnership building and improved coordination in each region.

Main Purpose

Under the supervision and guidance of a Programme Management Officer and of a Section Head, the Junior Professional Officer contributes as Associate Project Officer to the management and implementation of activities related to nuclear safety for the relevant Technical Cooperation Projects in the Division for the region.

Role

The Junior Professional Officer is i) a *coordinator*, responsible for maintaining work plans and schedules for activities of projects related to nuclear safety; and ii) an important *collaborator*, preparing information for documentation available in house and to Member States.

Partnerships

The Junior Professional Officer consults with and provides support services related to project management, including the financial and implementation aspects, to the members of the project team, ensures that project reports include appropriate and accurate detail, and ensures completion of activities according to the donor agreement. She/he also exchanges information with members of the project team and with counterparts in donor organizations and Member States to ensure compliance with regard to the required timely implementation of the programme, adequate quality of reporting

reflecting with accuracy all activities performed throughout the project life cycle, and to prepare future extra-budgetary contributions.

Functions / Key Results Expected

- Research the existing project implementation challenges related to nuclear safety activities and recommend the method to address them.
- Carry out analysis and prepare detailed reports of the nuclear safety status of the different countries in the RASIMS system.
- Prepare periodic analysis of activities linked to the Agency-wide Information System for Programme Support (AIPS) for planning, forecasting and monitoring the work plans, products, budgets and outcomes of the project components under the Division's responsibility.
- Gather and analyze information regarding activities and each corresponding deliverable and prepare draft components of final report. Develop templates for the reports required by the Agency.
- Participate in working groups/one to one meetings with other organizational groups in the IAEA on issues related to project implementation.

Knowledge, Skills and Abilities

- Ability to plan, implement and work within a technical project setting in close liaison with team leaders in an international environment.
- Solid computer skills, including the use of IAEA standard office software products (Microsoft Office).
- Accuracy to ensure correctness and completeness of written reports.
- Analytical skills: Ability to analyse the needs of the programmes and translate them into workable solutions.
- Communication skills: Excellent communication skills with an aptitude for presenting technical documents.
- Proven interpersonal skills: Ability to work in a multicultural environment with sensitivity and respect for diversity and ability to establish and maintain effective partnership with counterparts and staff of the IAEA in large in a customer relationship; good team spirit to work effectively as a team member.

Education, Experience and Language Skills

- University degree in engineering, science, management or related field.
 - Minimum of two years of related experience, including programme planning and implementation, budget management and financial monitoring, preferably in an international environment.
 - Experience working with projects in nuclear safety is an advantage.
 - Fluency in spoken and written English. Knowledge of another official IAEA language (i.e. Arabic, Chinese, French, Russian, Spanish) an asset.
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