

# Job Description for Professional Posts

**Reference: DGO2024/01**

<b>Position and Grade:</b>	Associate Climate Change Advocacy and Outreach Officer, P2
<b>Organizational Unit:</b>	Web, Digital Media and Public Information Materials Section Office of Public Information and Communication
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Director General's Office (DGO) provides leadership and coordination for all IAEA activities at the executive level for meeting Member States' needs and achieving a one-house approach and a results-based management.

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 Web, Digital Media and Public Information Materials Section has corporate responsibility for the editorial management, creation and development of information products with a particular focus on the web, digital media, internal communications and cross-departmental promotional material.

## Main Purpose

The IAEA has a unique responsibility to disseminate accurate and objective information on its activities and the results of its work. This post contributes to increase knowledge and understanding of nuclear safe, secure and peaceful uses for climate change monitoring, mitigation and adaptation, making such information available via the web site, publications and social media channels. Target audiences include the general public, including young generations, as well as journalists, nuclear communicators, public information professionals in non-governmental and inter-governmental organizations and governmental officials in Member States. The content may be repurposed by counterparts in Member States for their own use.

The Associate Climate change Outreach and Advocacy Officer provides input for the IAEA's communication and public information, including (i) proposing relevant content on nuclear safe, secure and peaceful uses for climate change monitoring, mitigation and adaptation , (ii) coordinating joint communication products and activities with United Nations counterparts (e.g. DESA, FAO, UNEP, UNESCO, UNFCCC, UNU, UNWOMEN, WMO) and other international organizations and (iii) contributing to the development of campaign materials and dissemination plans in support to the IAEA participation to the Conference of Parties (COP).

## Role

In his/her role, the Associate Climate Change Outreach and Advocacy Officer will contribute to the development of print and digital communication products and activities on the benefits of nuclear science, technology and applications for climate change monitoring, mitigation and adaptation, including nuclear power for net zero. He/she will research, and draft content adapted for the various IAEA targeted audiences.

## Partnerships

The Associate Climate Change Outreach and Advocacy Officer liaises with IAEA staff of various levels and with communication experts in Member States, United Nations and international organizations, young nuclear advocacy groups and other partners to source and promote IAEA content, including for their use, as well as dissemination of campaigns. Additionally, he/she is a member of the IAEA web and social media team, contributing expertise and helping to identify innovative communication approaches.

## Functions / Key Results Expected

- Research news items, feature stories, press releases and videos on nuclear benefits for climate change.
- Draft, reviews and edits climate change content to make them more targeted to the various IAEA target audiences. Draft articles, social media post and other advocacy and outreach material on nuclear science, technology and applications benefits for climate change monitoring, mitigation and adaptation.
- Contribute to the implementation of campaigns, including both content development and marketing regarding nuclear benefits for climate change, with a focus on the IAEA participation to the COP.
- Contribute to the development of communication synergies with United Nations Partners and other international organizations, including young nuclear advocacy groups.
- Contribute to the publication of climate change content and facilitation of discussions on social media platforms.
- Analyse traffic trends and recommend potential partners for digital content promotion and distribution and contribute to building partnerships with them.
- Monitor reach and impact of public information and communication content on climate change to provide proposals of adjustments when necessary.

## 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

**RESTRICTED**

		Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
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.

<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
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 IAEA's regulations and rules.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Public Information and External Relations  Creating Visibility for the Organization	Expertise in supporting and implementing strategies to increase the visibility of an organization among target audiences, especially through web, social media and campaigns approaches.
Public Information and External Relations  Political Acumen	Understanding of political sensitivities and strategies to avoid them.
Public Information and External Relations  Political Acumen	Knowledge of climate change related issues, especially in regard to monitoring, mitigation and adaptation.
Publishing  Proofreading	High command of written English.

**RESTRICTED**

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

- University degree in translation/communications/marketing, journalism, or a related field.
- Minimum two years of experience in public affairs, journalism, international relations, or a related field.
- Knowledge of climate change news trend and relevant actors, news outlets and online communication platforms.
- Expertise in the drafting and dissemination of public information material segmented by the target audiences.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.