

# Job Description for Professional Posts

**Reference:** MT2024/10

<b>Position and Grade:</b>	Associate Recruitment Officer (HMS), P2
<b>Organizational Unit:</b>	Human Resources Management Section Division of Human Resources
<b>Duty Station:</b>	Vienna, Austria
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Division of Human Resources (MTHR), within the Department of Management, plans, acquires and manages human resources to effectively implement the IAEA programmes. It thus delivers the full spectrum of human resource services, including HR organizational development and planning, talent acquisition and development, performance management, and administration of compensation and benefits. The Division serves a multicultural workforce of approximately 2300 people from diverse scientific, technical, managerial and professional disciplines.

The HR Management Section (HMS) provides HR services to the Agency and advice to managers in the areas of recruitment, learning and development, staff relations and the business partner approach.

## Main Purpose

Reporting to the Section Head, HMS, and with guidance from the HR Business Partners, the incumbent will contribute to the successful and efficient recruitment of staff for IAEA.

## Role

The Associate Recruitment Officer is: (i) a recruiter administering and supporting the recruitment activities of the Agency; (ii) a client services focal point, building relationships with internal and external customers.

## Partnerships

She/he establishes and maintains partnerships within MTHR, Administrative Officers, Administrative Assistants and the Hiring Managers of the Departments she/he will be assigned to.

## Functions / Key Results Expected

- Coordinate and administer the internship programme.
- Review the current internship process with a view for process improvements and potentially transitioning it to be managed at the department/divisional level.
- Prepare the update and coordinate with AIPS on the changes required in the Applicant Tracking System (Taleo) system.
- Prepare relevant documentation such as internship process flow charts, user guides and templates, check lists for the recruitment and administration of the process.
- Provide training to departments/divisions on the internship processes and procedures.

- Plan a HR framework/structure for coordination between internal and external stakeholders and establish internal Standard Operating Procedures (SOPs).
- Assist with other recruitment activities such as posting of vacancies, pre-screening of applicants, interviewing, assessment, reference checks.
- In close collaboration with the team, provide assistance with outreach activities such as participation in career fairs, recruitment missions, HR open days and various internal and external conferences.
- Support training activities related to recruitment and outreach.

### 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.
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
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Technical/scientific credibility	Associate	Acquires and applies new skills to remain up to date in his/her area of expertise. Reliably applies knowledge of basic technical/scientific methods and concepts.

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<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Administrative Support/Discretion and Respect for Confidentiality	A high degree of tact, diplomacy and discretion and proven ability to maintain confidentiality.
Administrative Support/MS Office (Word, Excel, Outlook, PowerPoint)	Proficiency in the use of office software products (MS Word, Excel, PowerPoint, graphs, etc.).
Human Resources/International Human Resource Management	Knowledge of international HR principles, concepts and practices.
Human Resources/Recruitment	Sourcing through specific search methods on line tools and job boards to identify talent for nuclear and non-nuclear related positions.
Legal/Agency's Statute, Rules of Procedures, Regulations, Practices and Precedents	Objectivity and the ability to apply HR regulations and rules in a fair and consistent manner; ability to solve complex issues and propose solutions.

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

- University degree in business administration, international relations, human resources or related field.
- Minimum two years of experience in human resources.
- Work experience in international environment is an asset.
- Experience in project management is highly desirable.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian, Spanish) an asset.

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