

Job Description for Professional Posts

Reference: MT2024/06

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| Position and Grade: | Associate HR Policy Officer, P2 |
| Organizational Unit: | Human Resources Services Division of Human Resources |
| Duty Station: | Vienna, Austria |
| Type/Duration of Appointment: | 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 Service Section (HSS) provides the Agency's staff and personnel with HR services and advice in the areas of administration of benefits and entitlements, administration of contracts and contract extensions, and on-boarding/off-boarding of staff.

Main Purpose

Under the overall guidance of the HR Policy Specialist, the Associate HR Officer (Policy) contributes to the development of HR policies and procedures, supports the team in the design of standard operation procedures and other HR documents and participates in HR projects.

Role

The Associate HR Officer (Policy) is an analyst, researching policies and best practices, collecting and analysing information on a variety of topics related to Human Resources and contributing to various HR initiatives.

Partnerships

The Associate HR Officer (Policy) establishes and maintains relationships with staff within MTHR and other relevant stakeholders throughout the Agency and interacts with colleagues in other International Organizations on a wide range of HR matters.

Functions / Key Results Expected

- Assist the HR Policy Specialist in developing new and revised HR policies and procedures in collaboration with other practice experts within MTHR and relevant stakeholders.
- Conduct background research on HR matters and prepare policy opinions, briefs and reports considering public and private sector best practices, other international organizations policies and

practices, United Nations General Assembly and International Civil Service Commission decisions and reports.

- Support the HR Policy Specialist in providing interpretation and guidance on the application of the Agency's Staff Regulations, Rules, policies and guidelines.
- Assist in knowledge management initiatives to ensure the effective capture, retention, and dissemination of HR information and communications.
- Participate in various HR projects by providing analytical support, preparing documents and reports, consolidating feedback from subject matter experts and suggesting improvements on related issues.

Competencies and Expertise (do not revise or edit)

| Core Competencies | | |
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| 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 | | |
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| 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 |

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| | | applies knowledge of basic technical/scientific methods and concepts. |
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| Expertise | |
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| Expertise | Description |
| Legal Policy Development | Knowledge in drafting policies, procedures and position papers. |
| Human Resources International Human Resource Management | Knowledge of international HR management concepts, issues and practices. |

Education, Experience and Language Skills

- University degree in business administration, human resources management, international relations, law or a related field.
- Minimum two years of experience in human resources management at national or international level.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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