

# Job Description for Professional Posts

**Reference:**NA2024/11

|                                      |   |
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| <b>Position and Grade:</b>           | Associate Communication Officer (Joint FAO/IAEA Centre), P2         |
| <b>Organizational Unit:</b>          | Joint FAO/IAEA Centre of Nuclear Techniques in Food and Agriculture |
| <b>Duty Station:</b>                 | Vienna  |
| <b>Type/Duration of Appointment:</b> | FT – JPO, 1 year  |

## Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, "Nuclear Techniques for Development and Environmental Protection". This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Joint FAO/IAEA Centre of Nuclear Techniques in Food and Agriculture (Joint FAO/IAEA Centre, in short) assists Member States of the Food and Agriculture Organization of the United Nations (FAO) and the IAEA in using nuclear techniques and related technologies to improve food security, alleviate poverty and promote sustainable agriculture. The Joint FAO/IAEA Centre consists of five Sections, each with an associated laboratory (located in Seibersdorf, 45 km south-east of Vienna), in the areas of: animal production and health; plant breeding and genetics; insect pest control; soil and water management and crop nutrition; and food safety and control.

## Main Purpose

As a member of a team led by the Director, the Associate Communication Officer (Joint FAO/IAEA Centre) contributes to the implementation activities related to the regular programme of the Centre through the production and delivery of new articles and visual presentations for internal and external needs. He/she will coordinate the preparation and submission of news articles for the IAEA, the FAO and other entities as required.

## Role

The Associate Communication Officer (Joint FAO/IAEA Centre) is: (i) an analyst reviewing, analysing, and collating information for news articles, brochures and other communications documents; (ii) a collaborator with technical subject matter experts, authors and other stakeholders.

## Partnerships

The Associate Communication Officer (Joint FAO/IAEA Centre) will work closely with staff of the Centre, other authors of media articles, OPIC and FAO to ensure efficient and timely issue of these materials.

## Functions / Key Results Expected

Under the guidance of the Director, and in close collaboration with the division, the Associate Communication Officer (Joint FAO/IAEA Centre) will:

- Provide technical input and contribute to promotional materials to increase visibility and awareness, gather relevant success stories into the communication outreach, such as factsheets, brochures and leaflets
- Produce newsletters for the Joint Centre, and support the preparation of newsletters for the sections
- Support development of electronic communication materials, such as videos and digital multimedia products.
- Assist with the preparation of Practical Arrangements, MoUs, and annual work plans with collaborating institutions and other intergovernmental organisations.
- Assist with the preparation of Centre-wide reports, include annual reports.
- Organise meetings and represent the Centre as required in communication / outreach events such as webinars.
- Ensure coherence with IAEA and FAO's corporate communication policies and guidelines.

## 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.  |

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| <b>Functional Competencies</b> |                          |  |
|--------------------------------|--------------------------|--|
| <b>Competence</b>              | <b>Occupational Role</b> | <b>Behavioural Indicator</b>   |
| Knowledge sharing and learning | Associate                | Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice   |
| Analytical thinking            | Associate                | Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions |

| <b>Expertise</b>         |   |
|--------------------------|---|
| <b>Expertise</b>         | <b>Description</b>  |
| Multimedia Production    | Expertise in state-of-the-art design and development of materials |
| Electronic communication | Expertise in development of communications for wide dissemination |

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

- University degree in International Marketing, Communications, International Relations or other related field.
- Minimum of two years of experience in developing and reviewing multimedia content and articles at national and international level.
- Experience in the design of promotional and outreach material.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russia and Spanish) an asset.

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