

Job Description for Professional Posts

Reference: MT2024/12

Position and Grade:	Associate Gender Officer, P2
Organizational Unit:	Human Resources Services Division of Human Resources
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 2 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

Reporting to the HR Policy Specialist (HSS), the Associate Gender Officer provides background research and analysis for the implementation of the gender equality and gender mainstreaming policies. He/she also carries out gender researches and contributes to the preparation of material and briefs for policy related works on gender parity and equal opportunities.

Role

The Associate Gender Officer is a team member, proposing new ways to promote gender equality, gender parity and women's empowerment across the Agency.

Partnerships

The Associate Gender Officer works with HR professionals within the Division of Human Resources, as well as with Gender Focal Points throughout the Agency. He/she liaises with counterparts in the UN System, as well as in other International Organizations on gender matters and issues.

Functions / Key Results Expected

- Monitor implementation of the IAEA Gender Action Plan and keep respective stakeholders informed; provide input into the four major objective areas and manage the Gender Action Plan Implementation Matrix.
- Coordinate and organize the Gender Focal Points regular meetings, provide inputs, draft agenda, and ensure appropriate follow up actions are taken.

- Prepare responses to enquiries related to gender from internal and external parties, including Member States. Provide accurate data, relevant information and statistics, as required.
- Produce the content for both, internal and external web platforms, ensuring that relevant information about gender activities are adequately promoted.
- Provide inputs on gender initiatives, activities and events as required.
- Draft, prepare and update gender presentations, articles and talking points for various activities and events.
- Conceptualize promotional and outreach materials such as brochures, leaflets, and flyers, for gender related events.
- Draft annual report on the status of the Agency activities in accordance with the UN System-Wide Action Plan on gender equality and the empowerment of women (SWAP).
- Undertake research on gender focused themes.
- Support coordination and knowledge sharing throughout the Agency.

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.

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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.

Expertise	
Expertise	Description
Human Resources/Human Resource Development	Knowledge of gender related issues and human resources development. Ability to conceptualize ideas.

Education, Experience and Language Skills

- University degree in Human Resources, Gender, Social Sciences, Human Rights, International Relations or a related field.
- Minimum two years of relevant work experience with some practical professional experience in gender promotion.
- Demonstrated ability to integrate gender perspective into tasks and activities.
- Experience in an international work environment highly desirable.
- Knowledge of standard computer applications (Word, Excel, PowerPoint) and systems.
- Excellent command of spoken and written English. Knowledge of other UN official languages (Arabic, Chinese, French, Russian or Spanish) desirable.

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