

# Job Description for Professional Posts

**Reference:** NS2024/12

<b>Position and Grade:</b>	Associate Programme Analyst, P2
<b>Organizational Unit:</b>	Programme, Budget and Reporting Unit Programme Development and International Cooperation Section Division of Nuclear Security
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Department of Nuclear Safety and Security (NS) formulates and implements the IAEA's nuclear safety and security programme, which encompasses the Agency's activities to protect people and the environment from radiation exposure and responds to the needs of its Member States related to nuclear safety and nuclear security.

The Division of Nuclear Security (NSNS) is responsible for establishing, coordinating and implementing the IAEA's nuclear security programme to protect against, detect and respond to criminal acts or acts of nuclear terrorism and threats thereof. NSNS comprises four Sections:

- Nuclear Security of Materials Outside of Regulatory Control Section
- Nuclear Security of Materials and Facilities Section
- Information Management Section
- Programme Development and International Cooperation Section

The Programme Development and International Cooperation Section (PDIC) provides support to the overall planning and coordination of the work of the Division including responsibility for and management of the Nuclear Security Fund, the evaluation of results, financial matters; and interaction with and reporting to donors. PDIC assists in the development and promotion of nuclear security through development of IAEA guidance in nuclear security, promotion of relevant international legal instruments, facilitating nuclear security working and advisory groups, and providing Divisional communications and outreach support. The Section assists in human resource development in nuclear security for Member States, coordinating and advising on overall strategy, methodology and evaluation development for the Division's education and training programmes. It coordinates two collaborative Networks for nuclear security education and training, one for nuclear security academic and educational institutions (INSEN) and one for national Nuclear Security Support Centres (NSSCs).

The Programme, Budget and Reporting Unit supports the Division of Nuclear Security on programme and project formulation, output delivery, implementation and results-based evaluation and reporting. It coordinates across the Division and other relevant stakeholders to ensure the timely and accurate preparation of the Division of Nuclear Security's programme, budget and reporting, including activities carried out under the Nuclear Security Fund. It advises on and approves fund allocation and fund matching, balancing Member States' requests with donor contribution agreements and conditions. It monitors the programme and budget process, from planning to implementation and reporting, providing

guidance for an effective and efficient results-based management of financial resources. The Unit utilizes a results based programming approach to provide Member States with high quality, well-focused and timely information on programmatic activities and to monitor and report on outcomes and achievements. Within the context of IAEA's Partnership and Resource Mobilization Policy, the Unit applies a coherent resource mobilization plan for the Nuclear Security Fund (NSF), actively liaises with internal and external partners in the implementation of this plan and ensures systematic and transparent reporting on fundraising and related communication activities and results.

## **Main Purpose**

The implementation of activities under the Nuclear Security Plan remains dependent on extra budgetary contributions to the NSF. The level of both contributions and programme implementation has increased in recent years. Currently there are some 40 contributions to the NSF and annual expenditure in excess of 20 million euro. This increase has resulted in both a greater need for programme management and for reporting to Member States on the use made of their contributions. As a member of a team led by the Section Head, the Associate Programme Analyst is responsible for working within the Division of Nuclear Security on the development, coordination of the delivery and evaluation of the programme and the reporting to States on the use made of their contributions to the NSF.

As a member of the team led by the Section Head, the Associate Programme Analyst monitors, reports on and provides analytical support on tasks implemented with NSF funding with the objective of the effective and timely execution of the task.

## **Role**

The Associate Programme Analyst is: (i) a team member, monitoring, reviewing and maintaining schedules of the progress of tasks, developing and maintaining tracking tools for resource allocation and the status of activities and contributing to the preparation of reports to donors on the use made of their contributions; (ii) an analyst, evaluating, extracting, consolidating data from documentation available in-house and obtained from Member States for the purpose of extra-budgetary programme (EBP) reporting; and (iii) a presenter of EBP performance and results.

## **Partnerships**

The Associate Programme Analyst consults with and provides services related to task management, in particular the narrative aspects, to the members of the technical sections, ensures that reports show the appropriate and accurate detail required by donors, and monitors the completion of activities according to the donor agreement. The incumbent also exchanges information with members of the technical sections and with counterparts in donor organizations and Member States to ensure timely implementation of the programme, adequate quality of reporting which reflects with accuracy all activities performed through the NSP.

## **Functions / Key Results Expected**

- Maintain a project management system for extra-budgetary contributions, linked to the Agency-wide Information System for Programme Support (AIPS), for planning, forecasting and tracking the schedule and outcome of tasks. Identify potential gaps in funding and make recommendations regarding adjustment to schedule or re-allocation of funds.
- Facilitate the reporting of extra-budgetary contributions identifying the level of detail required by donors. Develop final reports on the use made of the contribution, gather all information regarding activities and each corresponding deliverable.

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- Map multiple donor awards to task/subtask funding requirements and ensure tasks/subtasks are adequately resourced according to plans. Ensure (inform and monitor) that project managers and task managers are aware of donor requirements and that they are incorporated into implementation plans for tasks/subtasks. Make recommendations to managers regarding resolution of any potential issues related to donor requirements in a timely manner.
- Participate in working groups/one-to-one meetings with other organizational groups in the IAEA on policy issues related to the Contribution Agreement and other requirements of the donor.
- Participate in the development of proposals to donors for extra-budgetary funds and advise manager on relevant criteria, guidelines and procedures.

**Competencies and Expertise (do not revise or edit)**

<b>Core Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
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.

<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.
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports

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		the application of sound quality management standards and process improvement.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

<b>Expertise</b>		
<b>Expertise</b>	<b>Description</b>	
Management and Programme Analysis Analytical Writing Skills	Ability to develop dynamic, accurate and data-driven reports and other material for diverse audiences within Agency standards.	
Management and Programme Analysis External Cooperation	Ability to exercise judgement in facilitating complex decision-making process with external partners.	
Management and Programme Analysis Information Collection and Analysis	Ability to synthesize and integrate complex information from multiple sources.	
Management and Programme Analysis Member State Engagement	Ability to establish and maintain relationships within complex, deadline driven environment.	

## Education, Experience and Language Skills

- University degree in Business Administration, International Relations or related field.
- Minimum two years of related experience, including project management experience, finance and accounting, preferably in an international environment.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.