

Job Description for Professional Posts

Reference:NA2024/15

Position and Grade:	Associate Communication Officer, P2
Organizational Unit:	Programme Coordination Group Office of the Deputy Director General Department of Nuclear Sciences and Applications
Duty Station:	Vienna
Type/Duration of Appointment:	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.

Main Purpose

Under the supervision of the Departmental Programme Coordinator and working closely with the Communications Specialist, the Associate Communication Officer supports the team in developing new tools and approaches to increase public knowledge, understanding and visibility of nuclear sciences and applications developed and/or promoted by the IAEA through the Department of Nuclear Sciences and Applications in Vienna, Seibersdorf and Monaco. The Associate Communication Officer will contribute on expanding the virtual presence (e.g., virtual tours, virtual exhibits, virtual use of nuclear technologies), to reach permanent missions, government and parliamentary representatives, private sector, foundations, academia (primary/high school and university teachers and students), scientists, journalists and the general public. She/he will create scripts and approaches for each tool and adapt them to the target audiences with specific examples/applications to be used when translated in the five other languages used at the Agency (Arabic, Chinese, French, Russian and Spanish).

Role

The Associate Communication Officer is: (i) a specialist, developing requirements and supporting the implementation of new virtual tools and for reaching and engaging a large range of target audiences; (ii) a communicator, able to adapt the language and approaches to explain complex and scientific concepts to various ages groups and backgrounds and develop pertinent content; and (iii) an advocate, proposing the promotional activities and products to promote the scientific tools and approaches developed/promoted by the IAEA through the Department of Nuclear Sciences and Applications.

Partnerships

The Associate Communication Officer works closely with staff members within the Programme Coordination Group, other members of the Office of the Deputy Director General- Nuclear Sciences and Applications (NA), the Division of Information Technology (MTIT) and the Office for Public Information and Communication (OPIC) when and where relevant. She/he interacts with NA Programme Managers, Section Heads, Laboratory Heads as well as communications and other staff members in the Department.

Functions / Key Results Expected

- Identify the appropriate virtual tools and approaches for each audience.
- Provide assistance to staff for the provision of technical inputs and create specific scripts for each audience with specific content adapted to each language community.
- Works closely with the team in the development of exhibits and other related online and/or virtual products.
- Identify key outreach opportunities with diverse stakeholders and potential partners.

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
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.
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
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 the application of sound quality management standards and process improvement.

Expertise	
Expertise	Description
Public Information and External Relations/Creating Visibility for the Organization	Knowledge of cutting-edge options for presenting and promoting science topics including laboratory operations and research, in particular virtual approaches.

Education, Experience and Language Skills

- University degree in design, communication or international relations or other relevant discipline.
- Minimum of two years' experience in designing and developing communication plans and strategies using virtual tools, platforms or material on complex technical topics.
- Experience in an international organization setting would be an advantage.
- 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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