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IAEA
International Atomic Energy Agency

Job Description for Professional Posts

Reference: NS2024/18

Position and Grade:	Associate Communication Officer, P2
Organizational Unit:	Office of the Deputy Director General Department of Nuclear Safety and Security
Duty Station:	Vienna
Type/Duration of Appointment:	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 IAEA'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.

Main Purpose

The Associate Communication Officer will support the Communication Advisor to keep Member States and the wider public promptly informed on departmental work and ongoing activities relevant to nuclear safety and security. She/he regularly crafts web stories on technical meetings, department activities, important departmental information, and call for papers/presentations for publishing on the IAEA website. In addition, he/she will create social media outreach for the department for posting on all relevant IAEA social media accounts.

Role

The Associate Communication Officer is: (i) a team member, assisting the NS Communication Advisor to plan and implement activities responding to important events, in communication products and activities due to several important NS Events; (ii) a technical assistant, supporting web stories on departmental meetings, activities, important departmental information, and call for papers/presentations for publishing on the IAEA website; (iii) an analyst, gathering, monitoring, evaluating, extracting, consolidating data from different sources and documentation available in-house and obtained from Member States for the purpose of providing information for communication outreach.

Partnerships

The Associate Communication Officer consults with and provides services to the members of the NS team according to approved work processes by ensuring that communication project schedules are met. The incumbent will work with international and multidisciplinary teams and will be expected to co-ordinate some of the Department's communication activities.

Functions / Key Results Expected

- Assisting technical staff in the development of communication products for the Department. Meet with technical officers throughout NS Divisions to develop a better understanding of nuclear safety

and security projects and activities that would be useful and strategic to promote via the various communication tools.

- Create social media outreach regarding departmental activities, published documents, webinars, conferences, and large meetings for posting on IAEA social media profiles across different platforms.
- Regularly craft web stories on departmental meetings, activities, important departmental information, and call for papers/presentations for publishing on the IAEA website.
- Prepare NS graphics and photo essays on activities to raise the visual communication outreach.

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**
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
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.

Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.

Expertise	
Expertise	**Description**
Public Information and External Relations Outreach	Proven and extensive ability to gather information, to evaluate, assess and draw conclusions for a most efficient work performance
Public Information and External Relations Outreach	Ability to write and communicate concisely, accurately, and promptly on meetings and matters of relevance to the NS Department.

Education, Experience and Language Skills

- University degree in science, political science, journalism, international relations, public administration, or related field.

- Minimum two years of experience in the area of developing capacity building programmes, education and training programmes, human resource development plans, knowledge management and establishment of management systems, preferably in international organizations.

- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.