

# Job Description for Professional Posts

**Reference:** NE2024/02

<b>Position and Grade:</b>	Associate Systems Analyst / Programmer (NE), P2
<b>Organizational Unit:</b>	Nuclear Support Systems Group Division of Planning, Information and Knowledge Management
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Division of Energy Planning and Nuclear Information and Knowledge comprises the Planning and Economic Studies Section, Nuclear Knowledge Management Section and the Nuclear Information Section. The Division is responsible for strengthening capacities in energy and nuclear power planning, building capacities to manage nuclear knowledge and provide knowledge management services to interested member states, and to procure and provide printed and electronic information in the area of nuclear science and technology.

The Nuclear Systems Support group (NSSG) provides for development and proper maintenance of reliable information management systems in conformance to IAEA and international standards for the Department of Nuclear Energy. The group advise managers and staff in setting up new IT projects; ensures fast resolution of issues; provides continuous support to IT application owners; develops, maintains and helps staff to use SharePoint based sites for collaboration; monitors and tracks all IT-related activities within the Department; and ensures that all Departmental IT projects follow IAEA-wide cyber security, IPSAS and governance requirements.

## Main Purpose

Under the guidance and supervision of the NE Nuclear Support Systems Coordinator, the Systems Analyst/Programmer (NE) provides support and applies technical knowledge in contributing to the implementation and support of IT solutions.

## Role

The Systems Analyst/Programmer (NE) is (i) a team member, working with users to investigate, model and specify business functions, processes, information flows and data structures that will meet business requirements, using methodical and consistent techniques; (ii) collaborator, contributing to improving business processes and systems to meet programme needs.

## Partnerships

The Systems Analyst/Programmer (NE) engages with users at all levels, including managers, to investigate operational requirements and propose effective IT solutions and takes responsibility for their implementation. The System Analyst/Programmer also maintains an active relationship with the Division of Information Technology and with staff in other departments of the Agency with a similar role.

## Functions / Key Results Expected

- Support the Nuclear Support Systems Coordinator with carrying out requirements analysis for and design of software systems.
- Provide programming necessary for development and maintenance of IT solutions and applications using modern software engineering methodologies and tools. Ensure that all IT Governance requirements and applicable international standards are applied in the conduct of development and maintenance projects.
- Support in the design of IT solutions using modern software engineering methodologies and tools.
- Provide training and assistance to department staff on the proper use of Agency IT systems and on the proper application and compliance with Agency IT Governance requirements for IT projects.
- Maintain existing software systems.

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

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Information Technology/Computer Programming	Ability to investigate operational requirements and propose effective IT solutions aimed at improving business processes and systems.
Information Technology/Project Management	Good understanding of Project Management life cycle and proficient in writing appropriate documentation associated with the proper maintenance and control of software.
Information Technology/Software Development	Ability to specify user/system interfaces and processing rules, as well as translating logical designs into physical designs and computer code.
Information Technology/Software Engineering	Expertise in designing IT solutions using modern software engineering methodologies and tools.

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

- University degree in software engineering (e.g. information management, electronic engineering or computer science) or other related field. Certifications in software development desirable.
- Minimum two years of progressively responsible working experience in software development, including experience at international level.
- Experience in web technologies (HTML, CSS), programming languages (C#, JavaScript), frameworks (.NET, Bootstrap, JQuery), and database management systems (MSSQL Server) highly desirable.
- Knowledge of security coding techniques and information security is a strong asset.
- Excellent oral and written command of English. Knowledge of other official IAEA languages

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(Arabic, Chinese, French, Russian and Spanish) is an asset.