

Job Description for Professional Posts

Reference: TC2024/02

Position and Grade:	Associate Project Officer (TC), P1
Organizational Unit:	Europe Section 1 Division for Europe
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Technical Cooperation (TC) consists of the Office of the Deputy Director General, four regional Divisions (Africa, Asia and the Pacific, Europe and Latin America and the Caribbean), the Division of Programme Support and Coordination and the Division of the Programme of Action for Cancer Therapy (PACT). It provides strategic direction for the IAEA's technical cooperation programme, and is responsible (in close collaboration with Member States) for the planning, formulation, implementation and monitoring of the programme.

The Division for Europe is responsible for planning, programming, implementing and monitoring the IAEA's technical cooperation programme in the Europe and Central Asia region, in line with the IAEA Statute, and the guiding principles and policies on technical cooperation, and operational guidelines. The Division responds to developmental priorities in Member States through effective programme management, increased Member State engagement, partnership building and improved coordination in the region.

Main Purpose

Under the close supervision and guidance of a Section Head, the Associate Project Officer (TC) contributes to the management, implementation, monitoring and reporting of assigned technical cooperation projects.

Role

The Associate Project Officer (TC) is (i) a coordinator, reviewing, and maintaining detailed schedules of project activities, maintaining project tracking tools for resource allocation and status of activities and contributing to the preparation of project reports, consisting of summaries of all activities performed during the course of the programme; (ii) a collaborator, extracting, preparing and consolidating data from documentation available in-house and obtained from Member States for the purpose of reporting.

Partnerships

The Associate Project Officer (TC) consults with and provides support services related to project management, including the financial and implementation aspects, to the members of the project team, ensures that project reports include appropriate and accurate detail, and ensures completion of activities according to donor agreements. She/he also exchanges information with members of the project team and with counterparts in donor organizations and Member States to ensure compliance with regard to

the required timely implementation of the programme, adequate quality of reporting reflecting with accuracy all activities performed throughout the project life cycle, and to prepare future extra-budgetary contributions.

Functions / Key Results Expected

Under the close supervision of the Section Head and with guidance from senior professional colleagues:

- Collect, analyse, and consolidate project information and contribute to development of project monitoring tools and systems, linked to the Agency-wide Information System for Programme Support (AIPS), for planning, forecasting and monitoring the work plans, costs and outcomes of the project components under the regions responsibility.
- Liaise with Managers, Technical Officers, Counterparts and Partners to collect and report information.
- In consultation with senior professional colleagues analyse problems arising in the course of project implementation and propose solutions for issues identified.
- Prepare narrative progress reports and status reports on the allocation and use of resources.
- Assess project results against performance indicators, identify the lessons learnt and contribute to the preparation of project reports.
- Participate in working groups/one to one meetings with other organizational groups in the IAEA on issues related to project implementation.
- Liaise with the TC Communication Team on project communication issues.

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.

RESTRICTED

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.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

Expertise	
Expertise	Description
Administrative Support/MS Office (Word, Excel, Outlook, PowerPoint)	Solid computer skills, including the use of IAEA standard office software products (Microsoft Office).
Management and Programme Analysis/Information Collection and Analysis	Ability to collect and analyse information.
Management and Programme Analysis/Partnership Development	Ability to establish effective partnership with counterparts and staff of the IAEA at large in a customer relationship.
Management and Programme Analysis/Reporting	Ability to prepare project reports.

Education, Experience and Language Skills

- University degree in management, social sciences, science and technology, international relations or other relevant field.
- Some related experience, including programme planning and implementation, budget management or financial monitoring, 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.

RESTRICTED