

Job Description for Professional Posts

Reference:NA2024/20

Position and Grade:	Associate Project Officer, P2
Organizational Unit:	Radiochemistry Products and Radiation Technology Section Division of Physical and Chemical Sciences
Duty Station:	Vienna
Type/Duration of Appointment:	FT - JPO, 1 year with possibility of extension

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.

The Division of Physical and Chemical Sciences is responsible for assisting and advising Member States in research and development for the nuclear sciences, especially the physical and chemical sciences. Specifically, the Division provides support to Member States in the following fields: production of radioisotopes and radiolabelled products for applications in health care and industry; radiation source applications; research reactor utilization; applications of accelerators and nuclear instrumentation; nuclear and atomic data for applications; controlled nuclear fusion and isotope hydrology and geochemistry.

Main Purpose

The Associate Project Officer provides direct support to the development and implementation of IAEA e-learning activities to increase the mechanisms of knowledge dissemination and strengthen the capabilities within interested Member States.

Role

The Associate Project Officer is: (i) a technical assistant providing support to the Project Manager on the development e-learning materials through the design and construction of high-quality e-courses customized to respond to Member States' needs in the field of Radiation Technology and Radiation Processing;(ii) a team member, providing assistance in designing graphic materials and presentations of IAEA's activities under the direct oversight of the Project Manager covering all the areas of the RPRT Section for education and training on radiation technology; (iii) a facilitator, encouraging internal

and external cooperation and development through communication within IAEA and also with external project stakeholders;

Partnerships

The Associate Project Officer provides assistance and support under the overarching guidance of the Project Manager on developing of e-learning and other graphic materials on Radiation Science and technology to internal and external stakeholders, including IAEA programme managers in other sections and departments on programmatic and cross-cutting issues and initiatives.

Functions / Key Results Expected

- Implement the e-learning activities on Radiation Science and Application to meet IAEA programmatic objectives.
- Use various techniques to create drafts, models and prototypes of e-learning platforms and online interactive sites; Create and edit video-based courses.
- Collaborate with team members in the development of new products (projects, courses, etc).
- Assist in the production of final design solutions (like logos, banners, interfaces).
- Assist in the organization of International Conferences, Seminars and Webinars.

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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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
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.

Expertise	
Expertise	Description
Graphic designer/IT developer	Expertise in Adobe suite of products, such as Photoshop, InDesign, and Illustrator is an asset.

Education, Experience and Language Skills

- University degree in Information system development and networks, development or e-Learning or related field.
- Minimum two years of professional experience.
- Experience in international cooperation with proven ability to participate effectively in a multinational and multidisciplinary team with sensitivity and respect for diversity.
- Experience in technical writing in English for producing and reviewing documents in the subject area.
- Experience in graphic design software. Fluency in MS Word, Excel spreadsheet.
- Knowledge of basic concepts of radiation processing applications for industrial purposes is an asset.
- Fluency in spoken and written English. Knowledge of any other official IAEA language (i.e. Arabic, Chinese, French, Russian or Spanish) would be an advantage.

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