

Job Description for Professional Posts

Reference: NE2024/03

Position and Grade:	Associate Digital Applications Officer, P2
Organizational Unit:	Nuclear Knowledge Management Section Division of Planning, Information and Knowledge Management
Duty Station:	Vienna
Type/Duration of Appointment:	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 (NKMS), 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 Knowledge Management Section assists Member States by developing methodology and guidance documents in nuclear knowledge management (NKM), Learning and Development topics; implementing NKM initiatives; facilitating sustainable education, training and information exchange in nuclear science and technology; and assisting Member States in maintaining and preserving, and transferring nuclear knowledge through the nuclear workforce and supporting organisations.

Main Purpose

Under the direct supervision of the Head of Nuclear Knowledge Management Section, the Associate Digital Applications Officer works as collaborative team member to provide support in further developing and maintaining the NKM Digital Hub (NKMHD) and other digital applications.

Role

The Associate Digital Applications Officer is: (i) a team member, working collaboratively within NKMS to evaluate existing digital applications and perform updates and modifications; develop and support upgrades of the NKMHD framework architecture; and identify, structure, and display various types of content; and (ii) a contributor, preparing newsletters, events posters and media related to NKM activities for content uploading updates.

Partnerships

The Associate Digital Applications Officer will collaborate with cross-functional teams inside the IAEA and external users and/or networks, adhere to established best practices for web design and maintenance and contribute to the continuous improvement of the applications. This role offers an exciting opportunity to make a meaningful contribution to the advancement of NKM digital applications,

supporting the organization's goals in promoting sustainable development and global nuclear knowledge management.

Functions / Key Results Expected

Under the supervision of professional staff, the Associate Digital Applications Officer will:

- Design, develop, test and deploy additional features/components for the NKM Digital Hub and other digital applications to improve their performance and enhance users' experience.
- Analyse and visualize data and collect usage statistics to monitor applications' performance.
- Create web stories and news/ communications for users in the Member States.
- Participate in the development of glossaries, e-learning materials as mandated by the section head.

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 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

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		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.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.

Expertise	
Expertise	Description
Information Technology/ Computer Programming	Ability to investigate operational requirements and propose effective IT solutions aimed at improving business processes and systems.
Information Technology/ Software Engineering	Expertise in designing IT solutions using modern software engineering methodologies and tools.

Education, Experience and Language Skills

- University degree in Computer Science, Software Engineering, Management Information Systems (MIS) or a related field.
- Minimum two year of relevant experience.
- Experience in web technologies (HTML, CSS), programming languages (C#, Python, JavaScript), frameworks (.NET, Bootstrap, React, Vue), and database management systems (MSSQL Server) highly desirable.
- Familiarity and/or certification in one of the following areas Web Design, Graphic Design. Search Engine Optimization (SEO) is an asset.
- 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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