

Job Description for Professional Posts

Reference: TC2024/03

Position and Grade: Associate Project Analyst (TCLAC), P2

Organizational Unit: Division for Latin America and the Caribbean

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 Latin America and the Caribbean is responsible for planning, programming, implementing and monitoring the IAEA's technical cooperation programme in the 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 supervision and guidance of a Programme Management Officer and of a Section Head, the Associate Project Analyst contributes to the management and implementation of activities related to nuclear applications for the relevant Technical Cooperation Projects in the Division of Latin America and the Caribbean.

Role

The Associate Project Analyst is (i) a coordinator, responsible for maintaining work plans and schedules for activities of projects related to nuclear applications; and (ii) an important collaborator, preparing information for documentation available in house and to Member States.

Partnerships

The Associate Project Analyst 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 the donor agreement. 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

- Research the existing project implementation challenges related to nuclear applications activities and recommend the method to address them.
- Carry out analysis and prepare detailed reports of the nuclear applications status of the different countries in the implementation system.
- Prepare periodic analysis of activities linked to the Agency-wide Information System for Programme Support (AIPS) for planning, forecasting, and monitoring the work plans, products, budgets and outcomes of the project components under TCLAC's responsibility.
- Gather and analyse information regarding activities and each corresponding deliverable and prepare draft components of final report. Develop templates for the reports required by the Agency.
- Participate in working groups/one to one meetings with other organizational groups in the IAEA on issues related to project implementation.

Competencies and Expertise (do not revise or edit)

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
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.
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
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.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
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.

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Judgement/ making	decision	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
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Expertise			
Expertise		Description	
Management Programme Analysis Project Management	and	Ability to plan, implement and work within a technical project setting in close liaison with team leaders in an international environment.	
Management Programme Analysis Reporting	and	Accuracy to ensure correctness and completeness of written reports.	

Education, Experience and Language Skills

- University degree in management, social sciences, science and technology, international relations or other relevant field.
- Minimum of two years of related experience, including programme planning and implementation, budget management and financial monitoring, preferably in an international environment.
- Experience working with projects in nuclear applications is an advantage. 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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