

Job Description for Professional Posts

Reference: MT2024/04

Position and Grade:	Associate Programme Officer, P2
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Organizational Unit:	Division of Budget and Finance
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Duty Station:	Vienna, Austria
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Type/Duration of Appointment:	FT – JPO, 1 year
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Organizational Setting

The Division of Budget and Finance manages the financial resources essential for full implementation of the IAEA's scientific and technical programmes. The Division provides financial services and solutions for programme budgeting, treasury, payments, payroll, financial accounting and reporting to support the IAEA's mandate.

Main Purpose

Under the direct supervision of the Director of MTBF, the incumbent works in close collaboration with the supervisor as well as the Section Heads to coordinate the delivery of the programme results across MTBF with communication and project management support to key activities. The incumbent supports the Director and Section Heads in developing, implementing, and monitoring the overall workplan of the Division. The incumbent also conducts analyses and prepares, reviews and edits reports and works closely with key internal stakeholders (Office of the DDG-MT, the MT Administrative Assistant Pool, and front offices of other MT Divisions) and external stakeholders, to ensure effective operations.

Role

The Associate Programme Office is a collaborator, providing input and support in the area of project management; a trusted team player, working closely with staff in the Division; as well as a communicator, drafting and editing divisional communication materials.

Partnerships

The Associate Programme Officer works closely with the Director, the Section Heads, the Office of the DDG-MT, and other MT Divisions. The incumbent will also support MTBF liaison with other Departments, Member States, and other UN system organizations. The Associate Programme Officer is working in close partnership and as a team with the Executive Assistant of the Director MTBF.

Functions / Key Results Expected

- Coordination of the development, implementation, and monitoring of the MTBF workplan. Alerting the Director and Section Heads about any issues, challenges, and risks.
- Collection of information, analysis of data, and preparation of background material for decision making.

- Quality check, review and editing of MTBF drafts, analyses, and Board reports.
- Development of new awareness and communication material for MTBF, in close collaboration with the Sections.
- Preparation of MTBF draft communication for internal and external stakeholders.
- Coordination of meetings and engagement with major stakeholders.
- Organization of the MTBF management meetings (in collaboration with the Executive Assistant), and preparation of the notes and action points.

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
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/decision making	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 and Programme Analysis Coordination and project management	Ability to coordinate and work with colleagues at all levels. Expertise in coordinating complex exercises, with multiple internal and external stakeholders. Project management expertise is an asset.
Management and Programme Analysis /Data collection, analysis, and reporting	Expertise in reviewing and compiling information, preparing analyses, and high-quality notes and reports. Ability to condense the essence of large amount of information; and to prepare options and recommendations.
Management and Stakeholder Engagement /Collaboration and innovation.	Expertise in finding solutions and working in a team. Ability to identify issues, challenges, and risks; ability to find opportunities.

Education, Experience and Language Skills

- University Degree in International Relations, Economics, Business Administration, Communications or related field.
- Minimum two years of relevant experience in project management, programme analysis and planning, communications or a related field.
- 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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