

# Job Description for Professional Posts

**Reference:** MT2024/05

<b>Position and Grade:</b>	Associate HR Data Analytics Officer, P2
<b>Organizational Unit:</b>	Division of Human Resources
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Division of Human Resources (MTHR), within the Department of Management, plans, acquires and manages human resources to effectively implement the IAEA programmes. It thus delivers the full spectrum of human resource services, including HR organizational development and planning, talent acquisition and development, performance management, and administration of compensation and benefits. The Division serves a multicultural workforce of approximately 2300 people from diverse scientific, technical, managerial and professional disciplines.

## Main Purpose

Under the overall guidance of the Human Resources Officer (Data Analytics), the Associate HR Data Analytics Officer collects and compiles relevant HR master data to generate reports on trends and presentations. The incumbent supports various MTHR AIPS enhancements projects.

## Role

The Associate HR Data Analytics Officer is: (i) an analyst, consolidating information from different stakeholders on related business needs and translating them into technical requirements; (ii) a resource person for the Division, taking part in various activities as required, such as quality assurance, data analysis and continuous process improvements.

## Partnerships

The Associate HR Data Analytics Officer liaises with various counterparts in the Agency, predominantly MTHR, AIPS Focal Points and staff members as needed.

## Functions / Key Results Expected

- Drives HR analytics projects and applies statistical models to pursue IAEA's wide insights for senior management.
- Supports Human Resources Officer (Data Analytics) with ERP projects to ensure timely delivery of projects according to plan.
- Prepares and performs statistical analysis of HR data for reporting using applications such as Excel,

Power BI and OBIEE.

- Conducts analysis and identifies human resources data quality issues and provides solutions.
- Analyses challenges through reports and together with Human Resources Officer (Data Analytics) advises on constraints and opportunities for the Agency.

## 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.
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.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Human Resources/International Human Resource Management	Knowledge of international HR principles, concepts and practices.
Information Technology – Oracle/Oracle Technical: OBIEE	In-depth knowledge of OBIEE and/or any preferred statistical tools.
Management and Programme Analysis/Project Management	Ability to lead analytics projects.
Statistics/Advanced Statistical Methods	Being able to interpret and handle descriptive statistics would be an advantage.

### **Education, Experience and Language Skills**

- University degree in Business administration, Human resources, statistics or any other relevant area.
- Minimum two years of experience in project management and data analysis at national or international level.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.