

Job Description for Professional Posts

Reference: NA2024/61

Position and Grade:	Associate Partnerships and Implementation Officer, P2
Organizational Unit:	Laboratory Coordination Group Office of the Deputy Director General
Duty Station:	Seibersdorf
Type/Duration of Appointment:	FT – JPO, 1 year

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.

Main Purpose

The Associate Partnerships and Implementation Officer (APIO) works in the office of the Deputy Director General and will report directly to the departmental NA Laboratory Coordinator who leads the Laboratory Coordination Group, whose function is to ensure coordination between the Department's Laboratories in Seibersdorf with a primary function of developing and leading the initiative to renovate the Nuclear Sciences and Applications laboratories in Seibersdorf known as the ReNuAL project. The APIO will work closely with other members of the Laboratory Coordination Group and DDG NAs Office. The position will also require close cooperation with relevant staff in the NA department and in particular the NA Laboratories in Seibersdorf, as well as with other relevant departments and offices.

The Associate Partnerships and Implementation Officer works with all relevant stakeholders in order to build greater support for NA special initiatives with a special focus on the ReNuAL project. The objective of the APIOs work is to contribute to the expansion of the scope, engagement and support of key stakeholders with the laboratories in the frame of special initiatives by assisting in the development of proposals, information materials, visual tools as well as special activities. The APIO work will in addition support of other coordination activities for the NA Laboratories in Seibersdorf.

Role

The Associate Partnerships and Implementation Officer is a collaborator, providing input and support as needed, and developing expertise and knowledge in the subject area; a team member, working collaboratively within the Department as well as with other departments; a resource to ensure integrity of all information gathered for various laboratory activities.

Partnerships

The Associate Partnerships and Implementation Officer works to enhance partnerships with internal and external stakeholders (Member States, research institutions, foundations and private sector) with a primary focus on site for the NA Laboratories in Seibersdorf and for key initiatives such as the ReNuAL project. As a member of the NA Laboratory Coordination team, the APIO works in close cooperation with other staff members of DDGO-NA, with NA Senior Managers, with the heads of laboratories and all laboratory-related groups within NA in Seibersdorf as well as with other departments as needed.

Functions / Key Results Expected

- Research and analyse best practices in building partnerships and engaging stakeholders for NA-related science and technology and make recommendations on their applicability for the NA labs.
- Assist in adapting partnership approaches to respond to the interests and needs of different stakeholders and potential donors by carrying out research on potential partners, development of targeted materials as well as identifying means of establishing and developing contacts as part of planning, resourcing and implementing special initiatives.
- Facilitate the development of key information required for building greater awareness and for fostering engagement with key stakeholders for the NA laboratories.
- Support the preparation and organization of public events related to special initiatives, by the development and implementation of event plans, the preparation of materials, displays, schedules etc. and the facilitation of effective implementation. etc.
- Liaise with relevant internal stakeholders on information issues related to the NA Laboratories and special initiatives.
- Assist with core implementation activities such as the preparation of donor and partnership reports and briefs, the planning and organization of laboratory enhancement activities, specialized implementation reports etc. carried out by the Laboratory Coordination group.

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

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		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
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

Expertise	
Expertise	Description
Administrative Support/Informational and Workflow Management	High degree of tact, diplomacy and discretion, and proven ability to maintain confidentiality.
Management and Programme Analysis/Analytical Techniques	Ability to professionally analyse data and information with the view to draw conclusions and describe complex phenomena.
Management and Programme Analysis/Analytical Writing Skills	Good verbal and written communication and presentation skills including the preparation of technical reports.
Management and Programme	Ability to write effectively and concisely to communicate technical messages.

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Analysis/External Cooperation	
Management and Programme Analysis/Partnership Development	Knowledge of the principles and applications of stakeholder engagement and partnerships in an international context.

Education, Experience and Language Skills

- University degree in international relations, political science, with an understanding of science and technology, or another related field.
- Minimum of two years of work experience in international relations, development cooperation 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.