

Job Description for Professional Posts

Reference: NA2024/63

Position and Grade:	Associate Communication Officer (NAML), P2
Organizational Unit:	Division of IAEA Marine Environment Laboratories
Duty Station:	Monaco
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.

The Division of IAEA Marine Environment Laboratories consists of three laboratories, which are located in Monaco. The Division supports Member States in enhancing their capacity to use nuclear and isotopic techniques to understand marine and atmospheric environmental processes and dynamics, and to identify and address environmental problems caused by radioactive and non-radioactive pollutants and climate change.

Main Purpose

Reporting to the Director, the Associate Communication Officer (NAML) carries out activities relating to communicating the relevance and constructive contribution of nuclear applications to contemporary environmental challenges and sustainable development. This includes collaboration with key stakeholders (e.g. other divisions, Member States, research laboratories, and other intergovernmental organisations); the coordination of inter-divisional activities relevant to the environment; the preparation of communication and outreach products; and improving Results Based Management across the Division.

The coordination and communication of environmental activities within the agency and its collaborating institutions is dynamic and complex. It demands focussed attention aimed at presenting a diversity of scientific concepts in a format and language that easily understood by decision makers and multilateral

negotiators, in the light of the forthcoming UN Ocean Conference, in the context of NUTEC Plastics and the follow up of emergency responses.

Role

The Associate Communication Officer (NAML) is a science communication specialist supporting the Director and senior management in the delivery and communication of Programme 2 Environment and related extra-budgetary projects, such as PUI projects.

Partnerships

The Associate Communication Officer (NAML) has frequent contact with Professionals and General Service staff within the division as well as with other divisions in NA, and other IAEA departments. The Associate Communication Officer (NAML) has external contact with external stakeholders, such as UNEP, IOC-UNESCO, and IAEA collaborating centres.

Functions / Key Results Expected

- Conceptualize, prepare and coordinate communication messages and products for the Division, highlighting the contribution of nuclear applications to key environmental challenges.
- Assist with the preparation of Practical Arrangements, MoUs, and annual work plans with collaborating institutions and other intergovernmental organisations.
- Coordinate whole-of-division responses to inquiries regarding the activities and products pertaining to Programme 2: Environment.
- Coordinate whole-of-agency contributions to interagency processes relevant to the environment, e.g. Environmental Management Group.
- Assist with the preparation of division-wide reports, include annual reports, programme and budget reports, etc.
- Represent the division as required in communication / outreach events.

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.

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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.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

Expertise	
Expertise	Description
Bioscience/Environmental Assessment and Remediation Strategies	Knowledge of contemporary communication media.
Management and Programme Analysis/Analytical Writing Skills	Experience in managing social media and web presence.
Public Information and External Relations/Public Information and Communication	Good knowledge of global environmental challenges and the role of nuclear applications in addressing those challenges.

Education, Experience and Language Skills

- University degree in communication or science communication.
- Minimum of two years of relevant professional experience in the field of communication.
- Fluency in written and spoken English, with proven ability to write and edit reports as well as to make oral presentations. Working knowledge of French an asset. Knowledge of another IAEA official language (Arabic, Chinese, Russian or Spanish) an advantage.

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