

Job Description for Professional Posts

Reference: MT2024/09

Position and Grade:	Associate Recruitment Officer (Talent Outreach), P2
Organizational Unit:	Human Resources Management Section Division of Human Resources
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	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.

The HR Management Section (HMS) provides HR services to the Agency and advice to managers in the areas of recruitment, learning and development, staff relations and the business partner approach.

Main Purpose

Reporting to the Section Head, HMS, and with guidance from the HR Business Partners, the incumbent will contribute to the successful and efficient talent capability mapping of staff for IAEA.

Role

The Associate Recruitment Officer (Talent Outreach) is: (i) a team member, supporting the administration of the talent outreach initiatives of the Agency; (ii) serve as a client services focal point, building relationships with internal and external customers in the area of talent outreach; (iii) a promoter, promoting the use of outreach and other modern sourcing techniques.

Partnerships

The Associate Recruitment Officer (Talent Outreach) will establish and maintain internal and external partnerships within MTHR, Administrative Officers, Administrative Assistants and the Hiring Managers of the IAEA. In addition, she/he will support the coordination of outreach activities with external partners.

Functions / Key Results Expected

- Coordinate and ensure the effectiveness of talent outreach and sourcing initiatives such as the use of social platforms (LinkedIn), job boards, outreach missions, webinars and monthly newsletters.
- Research and coordinate the state-of-the-art initiatives on the use of talent acquisition tools and methods, including but not limited to, social media, etc.

- Monitor and update outreach metrics and prepare periodic reports, identify trends and recommend actions related to outreach efforts and to the support of recruitment metrics.
- Coordinate and support the outreach activities including recruitment missions, conferences, HR Open days, etc.
- Conduct training and prepare outreach related promotional/information materials, as required.

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.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
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.

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Expertise	
Expertise	Description
Administrative Support/Discretion and Respect for Confidentiality	A high degree of tact, diplomacy and discretion and proven ability to maintain confidentiality
Administrative Support/MS Office (Word, Excel, Outlook, PowerPoint)	Proficiency in the use of office software products (MS Word, Excel, PowerPoint, graphs, etc.)
Human Resources/International Human Resource Management	Knowledge of international HR principles, concepts and practices
Human Resources/Recruitment	Sourcing through specific search methods online tools and job boards to identify talent for nuclear and non-nuclear related positions
Legal/Agency's Statute, Rules of Procedures, Regulations, Practices and Precedents	Objectivity and the ability to apply HR regulations and rules in a fair and consistent manner; ability to solve complex issues and propose solutions

Education, Experience and Language Skills

- University Degree in Human Resources Management, Business Administration, Psychology, Organisational Development, Public Administration or related field.
- A minimum of two years professional experience in human resources management with emphasis on recruitment. Experience at international level/national level is an asset.
- Experience in talent outreach and other talent sourcing tools and methodologies is an asset.
- Experience in handling recruitment related matters with a high degree of tact, diplomacy and discretion, and proven ability to maintain confidentiality.
- Experience in working effectively with people of different national and cultural backgrounds with sensitivity and respect for diversity.
- Fluency in English both oral and written; knowledge of other IAEA official languages an asset.

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