

Job Description for Professional Posts

Reference: DGO2025/06

Position and Grade:	Associate Public Information Officer/Writer, P2
Organizational Unit:	Web, Digital Media and Public Information Materials Section Office of Public Information and Communication
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Director General's Office (DGO) provides leadership and coordination for all IAEA activities at the executive level for meeting Member States' needs and achieving a one-house approach and a results-based management.

The Office for Public Information and Communication provides objective, accurate and timely information about the IAEA and nuclear developments that fosters public understanding of the IAEA's global roles. It also provides advice to the Director General on relations with the media and organizes press briefings. The Office coordinates the communication activities for the rest of the house and assists in the media aspects of major IAEA events and conferences.

The Web, Digital Media and Public Information Materials Section has corporate responsibility for the editorial management, creation and development of information products with a particular focus on the web, digital media, internal communications and cross-departmental promotional material.

Main Purpose

The Associate Public Information Officer/Writer identifies and prepares, in journalistic style, interesting and informative news and feature items covering the Agency's work that are accurate, timely and understandable to non-specialist audiences. The subjects are as diverse as the Agency's programmes in the areas of safety and security, safeguards, nuclear technology and technical cooperation.

Role

The Associate Public Information Officer/Writer is (1) a reporter, performing in-depth research, fact gathering and interviews with subject specialists to support web and periodicals editors to ensure that the relevant, accurate and engaging information is included in the printed or electronic products; (2) a writer, drafting web and magazine stories in an interesting and informative journalistic style that is accessible and understandable to non-specialist audiences and illustrated by photographs; (3) an editor, producing special reports, news items and topical feature articles for distribution via the Agency's web site, its social media channels, magazine and/or booklets, and contributing experience to the IAEA.org team in the presentation and publishing of feature topics and special reports. This role includes copy-editing as well as editing captions for photos and graphics.

Partnerships

The Associate Public Information Officer/Writer liaises with higher level Agency staff and with experts in Member States, international organizations and other partners to obtain guidance and relevant technical and programmatic information as required, as well as with Agency staff at all levels to obtain and clear items and to check facts. Additionally, he/she is a member of the IAEA.org team, contributing expertise and serving as a subeditor of designated pages or sections of the Agency's website.

Functions / Key Results Expected

- The Agency has a unique responsibility to disseminate accurate and objective information on its activities and the results of its work. This post contributes to creating written public information material, both in electronic and printed versions. Target audiences include the interested general public, as well as journalists, nuclear communicators, public information professionals in non-governmental and inter-governmental organizations, and governmental officials in Member States.
- Research, draft and edit six to eight news items and four to six topical feature stories per month for use in print and/or electronic public information products targeted at the general public.
- Assist the IAEA.org team in the presentation and publishing of feature topics and special reports, including serving as a subeditor of designated pages or sections.
- Provide editorial and publishing support, including copy-editing, to editors and information officers regarding the production and dissemination of information materials and products, including via the Internet.
- Publish content and facilitate discussions on social media platforms.

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.

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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
Information Technology Technical Writing	Experience in translating technical concepts into everyday language understandable by the target audience.
Management and Programme Analysis Reporting	Ability to identify relevant stories of interest to the audience and developing the story line and key messages.
Public Information and External Relations Creating Visibility for the Organization	Expertise in supporting and implementing strategies to increase the visibility of an organization among target audiences.
Public Information and External Relations General Knowledge of the United Nations System	Familiarity with the functioning of the United Nations system, the responsibilities of its different bodies and internal processes.
Publishing Editing/Technical Editing	Thorough knowledge of different writing styles as appropriate for the intended audience.
Publishing Proofreading	Proficiency and ability to write in English in journalistic style.
Publishing Technical Writing	Experience in translating technical concepts into everyday language understandable by the target audience

Education, Experience and Language Skills

- University degree in journalism/English/communications/public relations/creative writing or a related field.

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- Minimum two years of experience in journalism, public affairs or a related field in English.
- Experience in writing articles in a journalistic style in a UN official language (Arabic, Chinese, French, Russian and Spanish) other than English is an asset.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.