

Job Description for Professional Posts

Reference: DGO2025/08

Position and Grade:	Associate Advocacy and Outreach Officer (Chinese), 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 Advocacy and Outreach Officer (Chinese) provides input for the IAEA's communication and public information, including (i) proposal of relevant content for Chinese-speaking language groups/regions, (ii) contribution to the adaptation of existing content and development of new content for this audience and (iii) contribution to the development of campaign materials and dissemination plans for this audience.

Role

In his/her role, the Associate Advocacy and Outreach Officer (Chinese) contributes to content development for the Chinese version of iaea.org, for Chinese social media channels and for campaigns and advocacy material for a Chinese-speaking audience. He/she researches and drafts content, taking into account the linguistic and stylistic accuracy of Chinese public information content.

Partnerships

The Associate Public Information Officer (Chinese) liaises with Agency staff of various levels and with linguistic and communication experts in Member States, international organizations and other partners to source and promote IAEA content, including for their use, as well as dissemination of campaigns.

Additionally, he/she is a member of the IAEA web and social media team, contributing expertise and helping to ensure that the Agency's web site in Chinese remains in good working order.

Functions / Key Results Expected

- Research news items, feature stories, press releases and videos for adaptation/localization to Chinese.
- Draft, reviews and edits landing pages of the web site to make them more targeted to the Chinese-speaking community (localization).
- Draft articles, social media post and other advocacy and outreach material in Chinese and English.
- Contribute to the implementation of campaigns, including both content development and marketing, with a focus on Chinese-speaking audiences.
- Contribute to the publication of content and facilitation of discussions on social media platforms.
- Analyse traffic trends and recommend potential partners and influencers for content promotion and distribution in Chinese and contribute to building partnerships with them.
- Monitor reach and impact of public information and communication content in Chinese to provide proposals of adjustments when necessary.

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 IAEA'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
Language and Conference Services Translating	Expertise in content and web site localization, computer assisted translation and the management of translation workflows.
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, especially through web, social media and campaigns approaches.
Public Information and External Relations Political Acumen	Understanding of political sensitivities and strategies to mitigate potential risks.
Publishing Proofreading	High command of written English and Chinese.

Education, Experience and Language Skills

- University degree in translation/communications/marketing, journalism or a related field.
- Minimum two years of experience in public information, public affairs, translation or a related field.
- Knowledge of news trend per region and relevant news outlets and online communication platforms in Chinese.
- Excellent oral and written command of English and Chinese. Knowledge of other official IAEA languages (Arabic, French, Russian and Spanish) is an asset.

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