

Job Description for Professional Posts

Reference: MT2025/01

Position and Grade:	Associate Management Analyst, P2
Organizational Unit:	Office of the Deputy Director General
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Management (MT) provides a ‘platform of services’ that serves as a foundation for the successful delivery of the IAEA’s scientific and technical programmes. Its mission statement is as follows: “MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose”. Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

Main Purpose

The Associate Management Analyst assists in the analysis, monitoring and reporting of the departments performance for operational excellence and continuous improvement efforts. The Associate Management Analyst participates in departmental efforts for change management and improved efficiencies.

Role

The Associate Management Analyst is a collaborator providing input and support as needed and developing expertise and knowledge in the area of management and a team member working collaboratively within the Department as well as with other departments.

Partnerships

The Associate Management Analyst interacts with, consults and provides input and support to managers and Directors in MT in the areas of performance related data analysis, monitoring and reporting.

Functions / Key Results Expected

- Collaborate with MT Directors and others in the support of change management projects.
- Analyse data streams in order to optimize data integration.
- Conduct data analysis in support of business case for efficiency projects in collaboration with project managers.
- Analyse and present data in dashboards for use in performance monitoring including quarterly reporting.
- Collaborate with represented MT divisions and Director General's Office (DGO) as needed in order to facilitate analysis, planning, monitoring and reporting on programme and budget.
- Analyse work processes, service definitions and related key performance indicators and provide input to reports, databases, and projects under the direction of the Office of the DDG-MT and Divisions in MT.
- Analyse risks and controls associated with work processes for purposes of monitoring effectiveness of MT services and reporting on performance indicators for input to dashboards and other reporting mechanisms.

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.
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.
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.

Expertise	
Expertise	Description
Administrative Support Data and Information Analysis and Reporting	Ability to analyse data and compile reports
Administrative Support Discretion and Respect for Confidentiality	Proper judgement to assess the confidentiality of information
Administrative Support Informational and Workflow Management	Skills in the analysis of information flow and workflows
Finance Budget and Financial Management	Basic knowledge of budgetary concepts and financial monitoring

Education, Experience and Language Skills

- University degree in international relations, business administration, economics, or a related field.
- Minimum of two years of experience in management and programme planning, analysis, monitoring and assessment.
- Knowledge of the principles and applications of results-based management and for programme and budget planning.
- Experience supporting cross-functional teams and collaborating with stakeholders in support of analytics initiatives is required.
- Excellent computer skills in all the common applications required for word processing, data analysis, graphs, report preparation; knowledgeable in Enterprise Resource Planning (ERP) applications (ORACLE).

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- Experience in data management, integration, modelling, optimization, and other relevant areas is desirable.
- Skills in problem analysis and information research.
- Ability to follow-up on tasks independently.
- Previous involvement in projects aimed at improving the effectiveness and efficiency of management functions desirable.
- Prior exposure to change management processes desirable.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.