

# Job Description for Professional Posts

**Reference:** MT2025/04

<b>Position and Grade:</b>	Environmental Management System and Sustainability Officer, P2
<b>Organizational Unit:</b>	Facilities Management and General Support Section Division of General Services
<b>Duty Station:</b>	Vienna, Austria
<b>Type/Duration of Appointment:</b>	FT – JPO, 1 year

## Organizational Setting

The Department of Management Division of General Services (MTGS) provides support functions to the IAEA through its four Sections, namely the Archives and Records Management Section (ARMS), the Commissary Management Section (CMS), the Facilities Management and General Support Section (FMGSS) and the Seibersdorf Laboratories Services Section (SLSS).

FMGSS provides technical advice and has overall responsibility for the implementation of major facilities management specific projects and administrative services including property management, travel and visas, and shipping services for the IAEA. The Section comprises of three units, namely the Facilities and Property Management Unit, the Logistics unit and the Travel and General Support unit.

## Main Purpose

Reporting to Section Head, Facilities Management and General support Section, the Environmental Management System and Sustainability Officer assists with the current greenhouse gas reporting requirements of the Agency. The individual will act as the Agency's focal person for the greening the blue initiative (GTB), ensuring the Agency is well represented in meetings and accurately documented in GTB reports. Specifically, she/he will be initiate and be involved with projects that examine existing practices, develop strategies to achieve relevant ISO certification, establish action plans with the goal of developing an Environmental Management System and facilitate Energy conservation by identifying energy saving opportunities in the VIC and Seibersdorf.

## Role

The Associate Environmental Management System and sustainability Officer is: (i) an analyst who reviews existing processes with the aim of reducing environmental impact and applying environmental suitability principles; identify energy saving opportunities, conserve energy usage and reduce carbon footprint (ii) a team member, supporting the development of Environmental Action plan for the IAEA;

(iii) a promoter of environmental and energy awareness and champions the foundation of an Environmental System and facilitate energy conservation.

## Partnerships

The Environmental Management System and sustainability Officer liaises with internal and external stakeholders to identify and record areas of concern and to identify opportunities for continuous improvement. She/he works closely with staff in other organisations, Departments and within the Division for the delivery of services aimed at supporting the creation of Energy conservation and an Environmental Management System.

## Functions / Key Results Expected

- Review MTGS Standard Operating Procedures to identify energy and environmental responsibility opportunities that focuses on processes related to reducing energy usage and environmental impact by applying sustainability principles.
- In close collaboration with the team advise process owners of these opportunities in order to adopt best practices, set goals, anticipate risks and to make recommendations as may be required to prevent or mitigate negative environmental impact.
- Collect data and analyse current energy usage and environmental practices.
- Under the guidance of the Section Head, to establish an Environmental Action Plan and Environmental Management System in the IAEA.
- Communicate with staff members, management, and stakeholders to promote environmental awareness in IAEA through briefing and other modalities.
- Support the Section Head in any other function related to sustainability and environmental management.

## 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

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		priorities. Takes into account potential changes and proposes contingency plans.
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<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
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.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Information Technology	Business Intelligence Analysis: Ability to analyse data and create dashboards (or similar) to communicate trends and milestones of environmental achievements.
Administrative Support	Correspondence and Written Communication: Ability to edit technical documents and ensure high level of accuracy and attention to detail.
Administrative Support	Data and Information Analysis and Reporting: Proven and extensive ability to gather information, to evaluate, assess and draw conclusions for a most efficient work performance.
Management and Programme Analysis	Project Management: Expertise in project management - planning, coordination, and reporting.
Management and Programme Analysis	Development and Implementation of Management Systems: Ability to actively seek to improve processes and workflow and standardize reports.
Environmental Monitoring and Assessment	Knowledge in environmental sustainability concepts (e.g., greenhouse gas emissions, climate-related risk management) would be an advantage.

## Education, Experience and Language Skills

- University degree in Environmental Science, Environmental Management, Energy Systems management, or other related fields.
- Minimum two years of directly related experience dealing with cultural, organizational change, and successfully navigating change to successful outcomes.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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