

Job Description for Professional Posts

Reference: MT2025/12

Position and Grade:	Associate Diversity Officer, P2
Organizational Unit:	Human Resources Development 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 Development Section (HDS) provides the Agency's staff and personnel with HR services and advice in the areas of learning and development, performance management, diversity, equality and inclusion, HR policy and HR data analytics.

Main Purpose

Reporting to the HR Policy Specialist, the Associate Diversity Officer will support the work of the IAEA and the Division of Human Resources on diversity, equality and inclusion (DEI) topics, including those related to race, sex, sexual orientation, gender identity, gender expression, religion, nationality, ethnic origin, disability, age, language, social origin or other similar shared characteristic or trait.

Role

The Associate Diversity Officer is: (1) a team member, working together with other members of the group and proposing new ways to promote DEI across the Agency; and (2) an analyst, researching policies and best practices, collecting and analysing information on a variety of topics related to DEI.

Partnerships

The Associate Diversity Officer works with HR professionals within the Division of Human Resources, the Gender Focal Points throughout the Agency, and liaises with counterparts in the UN System, as well as in other International Organizations on DEI matters and issues.

Functions / Key Results Expected

- Monitor implementation of diversity, equality and inclusion (DEI) activities across the Agency and keep respective stakeholders informed.
- Support coordination and knowledge sharing related to DEI throughout the Agency and within the UN system;

- Undertake research and provide input on DEI activities and events;
- Participate in meetings of the IAEA Gender Focal Points and other groups aimed at promoting the needs of under-represented groups;
- Prepare responses to enquires related to DEI from internal and external parties, including Member States. Provide accurate data, relevant information and statistics, as required;
- Produce content for both internal and external web platforms, ensuring that relevant information about DEI is adequately promoted;
- Draft, prepare and update presentations, articles and talking points for various activities and events;
- Mainstream a DEI perspective into all areas of Agency work, as requested;
- Perform other duties 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

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		applies knowledge of basic technical/scientific methods and concepts.
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Expertise	
Expertise	Description
Human Resources/Human Resource Development	Knowledge of diversity, equality and inclusion related issues and human resources development. Ability to conceptualize ideas.

Education, Experience and Language Skills

- University degree in Gender/ Women's Studies, Human Resources, Social Sciences, Human Rights, International Relations or a related field.
- Minimum two years of relevant work experience with some practical professional experience in gender equality and/or diversity and inclusion.
- Demonstrated ability to integrate gender perspective (or perspective of other under-represented group) into tasks and activities.
- Experience in an international work environment highly desirable.
- Excellent command of spoken and written English. Knowledge of other UN official languages (Arabic, Chinese, French, Russian or Spanish) is desirable.

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