

Job Description for Professional Posts

Reference: MT2025/15

Position and Grade:	Associate Data Analyst, P2
Organizational Unit:	Business Technology Coordination Section Division of Information Technology
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Division of Information Technology provides support to the IAEA in the field of information and communication technology (ICT), including information systems for technical programmes and management. It is responsible for planning, developing and implementing an ICT strategy, for setting and enforcing common ICT standards throughout the Secretariat and for managing central ICT services. The IAEA's ICT infrastructure comprises hardware and software platforms, and cloud and externally hosted services. The Division has implemented an IT service management model based on ITIL (IT Infrastructure Library) and Prince2 (Projects in a Controlled Environment) best practices. The Associate Data Analyst reports to the Chief Data Officer (CDO)

Main Purpose

Under the supervision of the Chief Data Officer, the Associate Data Analyst extracts valuable insights from large and complex datasets using statistical and computational techniques. The Associate Data Analyst also supports the CDO in improving the Agency's decision-making processes by providing actionable, data-driven recommendations derived from thorough analyses.

Role

The Associate Data Analyst plays several roles in the Section: (i) Data analyst, extracting valuable insights from large and complex datasets using statistical and computational techniques. (ii) Solution architect, liaising with internal clients to understand their needs, define challenges, and suggest appropriate solutions; (iii) Data scientist, modelling complex business problems through statistical, algorithmic, mining, and visualization techniques. (iv) Data architect, supporting the design and management of the organization's data architecture; (v) Project manager, contributing to the initiation, planning, execution, and control of agreed work; (vi) Technical specialist, taking part in other activities required by MTIT.

Partnerships

The Associate Data Analysts reports to the CDO, and collaborate with data engineers/architects, and business stakeholders to ensure the highest standards of data security and compliance. The Associate

Data Analysts interacts with other staff in the Division, including the IT Service Desk, to support cross-sectional processes.

Functions / Key Results Expected

- Under the supervision of the Chief Data Officer (CDO), align data strategies with organizational objectives, ensuring a cohesive approach to data-driven decision-making. Utilize statistical and computational techniques to extract valuable insights from large and complex datasets.
- Work closely with data engineers/architects to define data requirements, ensuring comprehensive accessibility for analysis. Apply advanced analytical methods, machine learning, and deep learning algorithms to identify intricate patterns and trends within the data. Perform meticulous data cleaning, conduct statistical analysis, and create visualizations to effectively communicate complex findings to diverse stakeholders.
- Support decision-making processes by providing actionable, data-driven recommendations derived from thorough analyses. Act as an explorer, conducting exploratory data analysis, cleaning, and transformation operations to uncover nuanced trends and patterns. Develop statistical predictive models using data mining techniques, including linear and logistic regression, neural networks, decision trees, and experimental design.
- Design and develop big data applications for implementing predictive analytics and machine learning algorithms, driving valuable insights from available data. Utilize statistical programming languages (e.g., R or Python) and database querying languages proficiently.
- Interpret and consolidate large amounts of information into actionable recommendations, assist CDO in effectively communicating results and implications to business stakeholders.

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.

RESTRICTED

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Change Management	Associate	Demonstrates openness to new situations. Contributes with ideas and innovative approaches to enhance work processes and procedures.
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.
Resilience	Associate	Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.

Expertise	
Expertise	Description
Information Technology Information Security and Risk Management	Strong knowledge of secure coding techniques and information security.
Information Technology Project Management	Extensive experience in managing moderate to complex IT projects using PM methodology such as PMP or Prince2.
Information Technology Software Development	Strong knowledge of Software Engineering processes and the Software Engineering life cycle;
Information Technology Software Engineering	Strong knowledge of IT Solution Architecture.

Education, Experience and Language Skills

- University Degree in Computer Science, Statistics, Engineering or other relevant field.
- Minimum of two years of experience in IT, statistics, data management, analytics or a related field.
- Experience and ability to develop concepts, evaluate data and work towards practical solutions.
- Ability to work productively and maintain effective relationships in multidisciplinary and multicultural teams.
- Ability to establish good working relationships with colleagues with diverse cultural and professional backgrounds.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

RESTRICTED