

Job Description for Professional Posts

Reference: MT2025/17

Position and Grade:	Associate Project Management Officer, 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 Business Technology Coordination Section (BTCS) manages the implementation of the IAEA Business Technology Strategic Plan, coordinates the development of Agency ICT policies, standards, and guidelines, and facilitates ICT governance across the Secretariat. BTCS also provides project and product management and information architecture services to the Division of Information Technology.

Main Purpose

Under the supervision of the Section Head and under the guidance of a Senior Business Analyst/Business Analyst, the Associate Project Management Officer provides PRINCE2 Project Support for multiple IT projects. He/she helps the section create and maintain documentation control processes to ensure consistent and repeatable IT project delivery performance according to the PRINCE2 methodology.

Role

The Associate Project Management Officer administers and verifies documentation controls for IT projects in MTIT. By administering the configuration management procedures, the Associate Project Management Officer can provide information on the status of all project management documentation products (PID, stage reports, etc.) and on-going registers (risk, issue log, etc.). He/she functionally supports important applications for which the section provides product management services. These

include the IAEA extranet and intranets, enterprise search, and the external and internal collaboration environments built on SharePoint platform.

Partnerships

The Associate Project Management Officer works closely with other members of the Business Technology Coordination Section to implement the PRINCE2 Project Support role for projects. The Associate Project Management Officer interacts with other staff in the Division, including the IT Service Desk, to support cross-sectional processes.

Functions / Key Results Expected

- Provide project management support for the IT projects.
- Provide configuration management services, acting as custodian and guardian for the master copies of IT project products.
- Control the receipt, identification, storage, and issue of project products.
- Maintain status information on projects and products.
- Register, record, store and distribute Project Issues.
- Provide functional product support after training for important applications such as the IAEA intranet, extranet, enterprise search, and collaboration environments etc.
- Maintain the product backlog (enhancement requests), interact with external stakeholders, and support the appropriate governance group (e.g., the steering groups for the extranet and intranet).

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. Considers 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
Information Technology/Information Security	Solid knowledge of Information Security.
Information Technology/Project Management	Experience in supporting and Managing IT Projects.
Information Technology/Systems Analysis	Experience in IT Systems Analysis.

Education, Experience and Language Skills

- University degree in Computer Science, IT Project Management, or another relevant field.
- Minimum of two years of experience in IT project management support 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.

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- Ability to establish good working relationships with colleagues with diverse cultural and professional backgrounds.
- Strong drafting skills with a demonstrated ability to produce clear and concise written documents in English.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.