![IAEA - International Atomic Energy Agency]

Job Description for Professional Posts

Reference: MT2025/19

Position and Grade:	Associate Data Project Manager, P2
Organizational Unit:	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 Data Architect reports to the Chief Data Officer (CDO)

Main Purpose

Under the supervision of the Chief Data Officer (CDO), the Associate Data Project Manager plays a key role in facilitating the execution of data strategy initiatives. This entry-level project coordination role involves managing various data management and governance projects, ensuring alignment with organizational objectives, and supporting the development and implementation of data use cases and data integration architectures.

Role

The Associate Data Project Manager plays several roles: (i) a project officer, contributing to the initiation, planning, execution, and control of agreed work; (ii) a solution architect, liaising with internal clients to understand their needs, define challenges, and devise appropriate solutions; (iii) a data architect, supporting the design and management of the organization's data architecture; (iv) a team member, taking part in other activities required by MTIT.

Partnerships

The Associate Data Project Manager reports to the CDO and collaborate with data engineers/architects/analysts/scientists, and business stakeholders to ensure the highest standards of data security and compliance. The Associate Data Project Manager interacts with other staff in the Division, including the IT Service Desk, to support cross-sectional processes.

Functions / Key Results Expected

- Coordinate with internal stakeholders to define project requirements, objectives, and timelines.
- Assist in the creation and analysis of data inventory/catalogue and the identification of data use cases.

- Support the assessment and enhancement of data integration architecture and governance practices.
- Facilitate communication between project teams, data owners, and business units.
- Monitor project progress, identify potential issues, and propose solutions.
- Contribute to the continuous improvement of data governance frameworks and practices.
- Prepare and present project updates to senior management and 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.

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 information technology, Business, Data Science, Management or related field.
- Minimum of two years of experience in IT, statistics, data management, analytics or a related field.
- Basic understanding of data management, governance principles, and data strategy development.
- 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.