![IAEA - International Atomic Energy Agency logo]

Job Description for Professional Posts

Reference:NA2025/20

Position and Grade:	Associate Project Officer (Graphic Design E-Learning Development), P2
Organizational Unit:	Section of Radiochemistry Products and Radiation Technology Division of Physical and Chemical Sciences
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Section of Radioisotope Products and Radiation Technology aims to strengthen the capacities of Member States in producing radioisotope products for the management of cancer and other chronic diseases and to develop and implement radiation technology for health care and cleaner industrial processes and practices. The Section helps Member States strengthen their capacities in adopting radiation-based techniques that support cleaner and safer industrial processes. It also supports them in applying radiation technology for advanced materials development, nanoscience and the processing of natural polymers into such products, as well as for the management of industrial and agricultural waste and effluents and the decontamination of biological agents.

Main Purpose

The Associate Project Officer provides direct support to the development and implementation of IAEA e-learning activities to increase the mechanisms of knowledge dissemination and strengthen the capabilities within interested Member States.

Role

The Associate Project Officer is; (i) an IT or graphic designer providing support to the Project Manager on the development e-learning materials through the design and construction of high-quality e-courses customized to respond to Member States' needs in the field of Radiation Technology and Radiation Processing; (ii) a team member, providing assistance in designing graphic materials and presentations of IAEA's activities under the direct oversight of the Project Manager covering all the areas of the RPRT Section for education and training on radiation technology; (iii) a facilitator, encouraging internal and external cooperation and development through communication within IAEA and also with external project stakeholders.

Partnerships

The Associate Project Officer provides assistance and support under the overarching guidance of the Project Manager on developing of e-learning and other graphic materials on Radiation Science and technology to internal and external stakeholders, including IAEA programme managers in other sections and departments on programmatic and cross-cutting issues and initiatives.

Functions / Key Results Expected

- Implement the e-learning activities on Radiation Science and Application to meet IAEA programmatic objectives.
- Use various techniques to create drafts, models and prototypes of e-learning platforms and online interactive sites; Create and edit video-based courses.
- Collaborate with team members in the development of new products (projects, courses, etc)
- Assist in the production of final design solutions (like logos, banners, interfaces)
- Assist in the organization of International Conferences, Seminars and Webinars.

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.

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**
Graphic designer/IT developer	Experience in graphic design software Experience in Adobe suite of products, such as Photoshop, InDesign, and Illustrator is an asset. Fluency in MS Word, Excel spreadsheet. Strong communication skills. Knowledge of basic concepts of radiation processing applications for industrial purposes is an asset.

Education, Experience and Language Skills

- University degree in Information system development and networks, development or e-Learning or related field.
- Minimum of two years of professional experience in the area.
- Experience in international cooperation with proven ability to participate effectively in a multinational and multidisciplinary team with sensitivity and respect for diversity.
- Experience in technical writing in English for producing and reviewing documents in the subject area.
- Excellent oral and written command of English. Knowledge of any other official IAEA language (i.e. Arabic, Chinese, French, Russian or Spanish) would be an advantage.