

# Job Description for Professional Posts

**Reference:**NA2025/64

**Position and Grade:** Associate Nutrition Outreach Officer, P2

**Organizational Unit:** Nutritional and Health-Related Environmental Studies Section  
Division of Human Health

**Duty Station:** Vienna, Austria

**Type/Duration of Appointment:** FT – JPO, 1 year

## Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, "Nuclear Techniques for Development and Environmental Protection". This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Division of Human Health is organized into four Sections whose objectives are to enhance the capabilities of Member States to address needs related to the prevention, diagnosis and treatment of health problems through the development and application of nuclear techniques within a framework of quality assurance.

The Nutritional and Health-Related Environmental Studies Section's (NAHRES) aim is to assist Member States in combating malnutrition throughout the human lifecycle by contributing technical expertise in the use of nuclear techniques, in particular stable isotope techniques, for the development and evaluation of nutritional interventions. Malnutrition covers a wide spectrum, the priority areas of which include maternal and child nutrition, obesity and non-communicable disease prevention, and food-based strategies to combat micronutrient deficiencies.

## Main Purpose

Reporting to the Section Head, the Associate Nutrition Outreach Officer coordinates the activities of the Stable Isotope User Group, facilitating communication and knowledge management. The incumbent contributes to the implementation of actions and tasks relating to community management, communication, support, and operations.

## Role

The Associate Nutrition Outreach Officer is (i) a collaborator facilitating communication and knowledge management within the Stable Isotope User Group, contributing to activities and tasks related to community management and communication support. (ii) a technical officer assisting in the implementation of actions and tasks related to community management, communication, support, and operations, particularly focusing on leveraging nuclear techniques to address priority issues in low- and middle-income countries.

## Partnerships

The Associate Nutrition Outreach Officer consults with staff members within the Section and the Division and interacts with other staff members from other sections/divisions working on environmental-related health issues.

## Functions / Key Results Expected

- Coordinate and facilitate online or hybrid meetings, workshops, and events for the Stable Isotope User Group.
- Initiate, monitor, and facilitate discussions on the community platform, guaranteeing prompt and effective responses to community members' inquiries and concerns.
- Maintain and enhance the group's communication channels, including email lists, forums, and social media platforms, to foster engagement and knowledge sharing.
- Organize and streamline research data related to stable isotope analysis projects.
- Collaborate with group members to curate and distribute educational resources and materials, contributing to knowledge dissemination and capacity building.
- Contribute to the preparation of presentations, reports, and promotional outreach materials, supporting effective outreach and communication efforts.
- Other duties as assigned.

## 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.

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<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
Client Orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Partnership Building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
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.
Knowledge Sharing	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Judgement/Decision Making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Training Training Facilitation	Experience in facilitating training or learning communities such as communities of practice
Stable Isotope Techniques in Human Nutrition	Experience in or knowledge of stable isotope techniques and its applications in public health
Public Information and External Relations Public Information and Communication	Experience in event planning and communication management. Experience with social media.

**Education, Experience and Language Skills**

- University degree in human nutrition, environmental sciences, community engagement, knowledge management, communications, marketing or a related discipline. An advanced degree is an asset.

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- Minimum of two years' experience in research areas related to environmental science and nutrition and/or community management or online engagement.
- Knowledge of stable isotope techniques and its applications an asset.
- Experience in event planning or communication management an asset.
- Experience in low- and middle-income countries an asset.
- Fluency in written and spoken English. Working knowledge of French and/or Spanish an advantage.