

Job Description for Professional Posts

Reference:NA2025/68

Position and Grade: Associate Communications Officer, P2

Organizational Unit: 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.

Main Purpose

As a member of a team led by the Director, the Associate Communications Officer contributes to the implementation of activities related to the regular programme of the Division through the production and delivery of media articles and visual presentations for internal and external needs. He/she will coordinate the preparation and submission of media articles for the IAEA and other entities.

Role

The Associate Communications Officer is: (i) an analyst reviewing, analysing, and collating information for media articles, brochures, and other communications documents; (ii) a collaborator with technical subject matter experts, authors, and other stakeholders.

Partnerships

The Associate Communications Officer will work closely with staff of the division, other authors of media articles and OPIC to ensure efficient and timely issue of these materials.

Functions / Key Results Expected

Under the guidance of the Director, and in close collaboration with staff of the Division, the Associate Communications Officer will:

- In close collaboration with the team develop a communication strategy, assess the impact of the strategy and ensure adjustments.
- Provide technical input and contribute to promotional materials to increase visibility and awareness; gather relevant success stories into the communication outreach.
- Support the preparation of newsletters.
- Act as a communications focal point in consolidating communications inputs within the Division.
- Support development of electronic communication materials.

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.
Partnership Building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

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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.
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Expertise	
Expertise	Description
Information Technology Electronic Communication	Expertise in development of communications for wide dissemination.
Public Information and External Relations Multimedia Production	Expertise in state-of-the art design and development of materials.

Education, Experience and Language Skills

- University degree in International Marketing, Communications, International Relations or other related field.
- Minimum of two years of experience in developing and reviewing multimedia content and articles at national or international level.
- Experience in the design of promotional and outreach material.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

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