

Job Description for Professional Posts

Reference: NE2025/01

Position and Grade:	Associate Project Officer (MSCFP), P2
Organizational Unit:	NE-Office of the Deputy Director General
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The objective of the Department of Nuclear Energy is to foster the efficient and safe use of nuclear power by supporting interested Member States in improving the performance of nuclear power plants, the nuclear fuel cycle, and the management of nuclear wastes; in catalysing innovation in nuclear power and fuel cycle technologies; in developing indigenous capabilities for national energy planning; in deploying new nuclear power plants; in preserving and disseminating nuclear information and knowledge; and in advancing science and industry through improved operation of research reactors.

Main Purpose

As a member of the IAEA Marie Sklodowska-Curie Fellowship Programme (MSCFP) Project Management Team (PMT) and reporting directly to the Project Manager (MSCFP), the Associate Project Officer (MSCFP) participates actively in the IAEA Marie Sklodowska-Curie Fellowship Programme operation; coordinates the implementation of the internship part of the project management activities, monitors and updates the relevant project plan and schedule analyses related processes and suggests improvements, supports the development of project related documents and provides regular and ad hoc reports and analyses to ensure that the internships are implemented on time and in the best interest of the student and the IAEA.

Role

The Associate Project Officer (MSCFP) is: (i) a project team member, providing contribution to the implementation of the MSCFP activities; (ii) an analyst supporting the Project Manager on the development and implementation of actions related to internship part of the programme; (iii) a facilitation contributor ensuring that relevant IAEA Divisions as well as outside institutions and/or

industry counterparts are appropriately involved in planning and progressing the IAEA MSCFP operation related to internships.

Partnerships

The Associate Project Officer (MSCFP) cooperates with the relevant staff in the department and various stakeholders on activities related to Marie Skłodowska-Curie Fellowship Programme.

Functions / Key Results Expected

- Monitors and updates the project action plan in the area of internships, maps activities and monitors progress vs. schedule.
- Under the guidance of the Project Manager and Project Officer prepares regular reports for all aspects of the internship implementation.
- In close collaboration with the Project Manager and Project Officer ensures that all relevant action plan and documents related to internships are up-to-date and accurate.
- Contributes to the documentation of knowledge in the area of internships by proposing examples of best practices and success stories, as well as replicable strategies and approaches, and actively share and apply this knowledge.
- Identifies and proactively communicates with all stakeholders involved for the internship part of the programme.
- In coordination with the Communication Unit of the DDGO/NE researches potential partners and develops a mapping of organizations/industry which could feature and promote the MSCFP programme and help place MSCFP interns.
- Supports the development of project portfolios on internship and the respective outreach material. Participate in stakeholders coordination meetings, support negotiations and preparation of agreements related to the internship part of the programme.
- Assists in assessment of progress and report on the achievement of project results in line with quality management standards.
- Provides analyses and contributes to the development and implementation of implementation reports of the various parts of the programme, including donor reporting.

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

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		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
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.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.

Expertise	
Expertise	Description
Management and Programme Analysis Analytical Writing Skills	Ability to write project documents in a structured manner and to deliver effective oral presentations.
Management and Programme Analysis Business Acumen	Expertise in business process re-engineering, change management and promoting best practice.
Management and Programme Analysis Project Management	Ability to implement recognized project management methodologies, such as Prince 2 and/or PMP (project management professional), or equivalent.

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Education, Experience and Language Skills

- University degree in management, social sciences, science and technology, or international relations. Advanced university degree would be an asset.
- Minimum of two years' international cooperation experience in nuclear or other relevant industries, of which one years' project management experience in high-visibility, cross-cutting projects.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.