

Job Description for Professional Posts

Reference: NE2025/02

Position and Grade:	Associate Outreach Officer (NE), P2
----------------------------	-------------------------------------

Organizational Unit:	NE-Programme Coordination Group
-----------------------------	---------------------------------

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

Under the direct supervision of the Communication, Outreach and Stakeholder Involvement Officer, the Associate Outreach Officer develops professional competence, works as a collaborative team member, exchanges information, and provides assistance in the outreach activities to promote e-learning material and Wiki (other electronic format reference material).

Role

The Associate Outreach Officer works in the Programme Coordination Group, as: (i) a team member, contributing to the development of an outreach strategy to promote the e-learning material of the Division; (ii) an analyst, researching on potential partners to promote the Divisions e-resources.

Partnerships

The Associate Outreach Officer cooperates with relevant staff in the Department of Nuclear Energy and in particular the Nuclear Knowledge Management Section, and in Technical Cooperation department.

Functions / Key Results Expected

- Identify organizations which could feature and promote the Divisions e-resources on their website.
- Develop a mapping of universities and training organizations which would benefit from our e-resources.
- Research potential partners to support the adaptation of the Divisions e-resources to the local needs (translation in official language, contribute to the context and curriculum as well as didactic method).
- Support the development of project portfolios and outreach material.
- In close collaboration with the team, participate in partner coordination meetings, support negotiations and preparation of agreements.

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
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.

RESTRICTED

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
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.
Public Information and External Relations International Relations	Knowledge in the areas of Analytical Techniques, Data Analysis Information Collection and Analysis, an asset.

Education, Experience and Language Skills

- University degree in communication, international relations, business administration, marketing, or any other relevant field.
- Minimum two years in the area of project management support and partnership mobilization. Demonstrated understanding of issues pertaining to the development of successful proposals and initiatives.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

RESTRICTED