

# Job Description for Professional Posts

**Reference:** TC2025/01

**Position and Grade:** Associate Project Officer (TC), P2

**Organizational Unit:** Division for Africa

**Duty Station:** Vienna, Austria

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

## Organizational Setting

The Department of Technical Cooperation (TC) consists of the Office of the Deputy Director General, four regional Divisions (Africa, Asia and the Pacific, Europe and Latin America and the Caribbean), the Division of Programme Support and Coordination and the Division of the Programme of Action for Cancer Therapy (PACT). It provides strategic direction for the IAEA's technical cooperation programme and is responsible (in close collaboration with Member States) for the planning, formulation, implementation and monitoring of the programme.

The Division for Africa is responsible for planning, programming, implementing and monitoring the IAEA's technical cooperation programme in the region, in line with the IAEA Statute, and the guiding principles and policies on technical cooperation, and operational guidelines. The Division responds to developmental priorities in Member States through effective programme management, increased Member State engagement, partnership building and improved coordination in the region.

## Main Purpose

Under the supervision and guidance of a Section Head, the Associate Project Officer (TC) contributes to the management, implementation, monitoring and reporting of the assigned technical cooperation projects.

## Role

The Associate Project Officer (TC) is (i) a project coordinator, reviewing, and maintaining detailed schedules of project activities, developing and maintaining project tracking tools for resource allocation and status of activities and contributing to the preparation of project reports, consisting of summaries of all activities performed during the course of the programme; (ii) an analyst evaluating, extracting, consolidating data from documentation available in-house and obtained from Member States for the purpose of reporting; and (iii) a presenter of performance and results.

## Partnerships

The Associate Project Officer (TC) consults with and provides support related to project management, including the financial and implementation aspects, for members of the project team, ensures that project reports include appropriate and accurate detail, and ensures completion of activities according to work plans. She/he also exchanges information with members of the project team to ensure compliance with regard to the required timely implementation of the programme, adequate quality of reporting reflecting

with accuracy all activities performed throughout the project life cycle. The Associate Project Officer (TC) also works in close cooperation with relevant Technical Division and Offices, such as the DDG-TC offices, the Office of Public Information and Communication, and the Director General's Office for Coordination.

## Functions / Key Results Expected

- Collect, analyse, evaluate and consolidate project information and contribute to development of project monitoring tools and systems, linked to the Agency-wide Information System for Programme Support (AIPS), for planning, forecasting and monitoring the work plans, costs and outcomes of the project components under the regions responsibility.
- Liaise with Managers, Technical Officers, Counterparts and Partners to collect and report information.
- Analyse problems arising in the course of project implementation and recommend solutions for issues identified.
- Prepare narrative progress reports and status reports on the allocation and use of resources.
- Evaluate project results against performance indicators, derive the lessons learnt and contribute to the preparation of project reports.
- Participate in working groups/one to one meeting with other organizational groups in the IAEA on issues related to project implementation.
- Liaise with the TC Communication Team on project communication issues.

## Competencies and Expertise

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 to and understand the perspectives 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

**RESTRICTED**

		priorities. Takes into account potential changes and proposes contingency plans.
--	--	--

<b>Functional Competencies</b>		
<b>Competence</b>	<b>Occupational Role</b>	<b>Behavioural Indicator</b>
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

<b>Expertise</b>	
<b>Expertise</b>	<b>Description</b>
Management and Programme Analysis Analytical Writing Skills	Ability to write technical reports.
Management and Programme Analysis Information Collection and Analysis	Ability to collect and analyse information and prepare statistics and infographics.
Management and Programme Analysis Reporting	Ability to support preparation of project reports, publications, and presentations.

## **Education, Experience and Language Skills**

- University degree in management, social sciences, science and technology, international relations or other relevant field.
- Minimum of two years of related experience, including programme planning and implementation and budget management experience, preferably in an international environment.
- Fluency in the English language is required, and asset languages are desired (Arabic, Chinese, French, Russian and Spanish).

**RESTRICTED**