

Job Description for Professional Posts

Reference: TC2025/04

Position and Grade: Data Analyst (TC), P2

Organizational Unit: Quality Assurance Section
Division of Programme Support and Coordination

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 of Programme Support and Coordination (TCPC) is responsible for the development, promotion and consistent application of strategies, policies, standards, tools and systems to support the TC programme. This includes quality assurance and enhanced results-based programme management, training and capacity development, efficient management of financial resources, data and information, as well as outreach and reporting.

The Quality Assurance Section (TCQAS) is responsible for the management of quality in TC process and policy development. It defines quality criteria, performance indicators and review mechanisms and facilitates their implementation; promotes results-based management as an approach to quality; prepares and delivers statistics, infographics and reports; and provides training and learning tools for IAEA staff and Member State personnel involved in the TC programme.

Main Purpose

Under the supervision and guidance of the Section Head, the Data Analyst contributes to collecting and analysing project and portfolio data and information from the TC Programme for the preparation of TC reports, publications and presentations.

Role

The Data Analyst is (i) an analyst, extracting, evaluating and consolidating data from TC projects and other data bases and documentation available in-house and obtained from Member States for the purpose of reporting; and (ii) a presenter of dashboards, infographics showing performance and results.

Partnerships

The Data Analyst consults with and provides support to TCQAS and other sections and divisions as needed. The Data Analyst also works in close cooperation with relevant Division and Offices, such as the DDG-TC office, the Office of Public Information and Communication, and MTIT.

Functions / Key Results Expected

- Research the existing project implementation challenges related to nuclear applications activities and recommend the method to address them.
- Carry out analysis and prepare detailed reports of the nuclear applications status of the different countries in the implementation system.
- Prepare periodic analysis of activities linked to the Agency-wide Information System for Programme Support (AIPS) for planning, forecasting and monitoring the work plans, products, budgets and outcomes of the project components under TCLAC's responsibility.
- Gather and analyze information regarding activities and each corresponding deliverable and prepare draft components of final report. Develop templates for the reports required by the Agency.
- Participate in working groups/one to one meetings with other organizational groups in the IAEA on issues related to project implementation.

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

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		priorities. Takes into account potential changes and proposes contingency plans.
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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
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.

Expertise	
Expertise	Description
Management and Programme Analysis Information Collection and Analysis	Ability to collect and analyse information and prepare statistics and infographics.
Management and Programme Analysis Reporting	Accuracy to ensure correctness and completeness of written reports.

Education, Experience and Language Skills

- University degree in data science, statistics, IT, analytical /Mathematical/Socio-economic Sciences or other relevant field.
- Minimum of two years of related experience, including data analysis, data visualization, and dashboards.
- Proficiency in the use of data analysis and visualization tools such as Excel, Power BI, Tableau, Canva, and Visme.
- Strong capability in generating comprehensive reports using Microsoft Word, Google Docs, Adobe InDesign, Powerpoint, etc.
- Fluency in the English language is required, and asset languages are desired (Arabic, Chinese, French, Russian and Spanish).

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