

# Job Description for Professional Posts

**Reference:** TC2025/06

**Position and Grade:** Associate Programme Officer (TCCT), P2

**Organizational Unit:** Division of Programme of Action for Cancer Therapy

**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 objective of PACT is to assist Member States, within the IAEA's one-house approach to cancer control and working closely with regional Divisions in the Department of Technical Cooperation as well as other relevant Departments and Offices, to introduce, expand and improve their cancer care capacity by integrating radiotherapy into a comprehensive cancer control programme that maximizes its therapeutic effectiveness and public health impact. The Division of PACT is headed by the Director PACT, who reports to the Deputy Director General of the Department of Technical Cooperation.

## Main Purpose

Under the overall guidance of Director of PACT and the direct supervision of the Section Head, Programme Design Section (SH-PDS), the Associate Programme Officer (TCCT) contributes to the development and implementation of PACT programmatic activities in IAEA Member States (MS). This involves supporting internal collaboration among all relevant stakeholders within the IAEA, contributing to a close integration of PACT programme activities with the overall delivery of technical cooperation support, understanding evolving needs of Member States and assisting in the positioning of PACT services in an overall context of health-related programmes implemented by other organizations.

## Role

The Associate Programme Officer (TCCT) is: (i) an analyst researching and monitoring developments in relation to cancer control activities in selected regions and Member States; (ii) a collaborator preparing and reporting on multi-disciplinary assessments of national cancer control capacities (imPACT reviews); (iii) a contributor in the development of new tools for effective follow-up to

imPACT reviews; and (vi) an advocate, supporting the promotion of PACT services and the IAEA with other organisations active in the field of cancer control.

## Partnerships

The Associate Programme Officer (TCCT) establishes and maintains collaborative relationships with colleagues in the PACT Division and the Department of Technical Cooperation at large. He/she supports interactions with IAEA experts in the systematic identification and consolidation of Member States needs with regard to cancer control-related support and the design of appropriate tools within PACT. He/she supports PACT management in liaising with counterparts in the World Health Organization and other relevant stakeholders active in the Global Health arena.

## Functions / Key Results Expected

- Prepare and draft country cancer profiles in support of imPACT review missions; review and evaluate proposals, plan and implement activities.
- Monitor and assess the implementation progress of PACT services; identify lessons learned and propose changes in project design/implementation/monitoring.
- Contribute to the development of sound programmatic initiatives by researching and analyzing the capacity building needs of Member States in the areas of cancer prevention, early detection, curative and palliative treatment on a national, sub regional, regional or interregional basis and presenting relevant project proposals.
- Consolidate and analyze background information on potential collaborative opportunities with other IAEA technical cooperation activities and existing or prospective partner organizations.
- Prepare technical and background documentation for meetings, expert missions and other activities related to IAEA cancer control projects.

## 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.

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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.
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<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 Information Collection and Analysis	Ability to collect and analyse information.
Management and Programme Analysis Programme Management	Knowledge of the PACT programme, strategies and priorities desirable.
Management and Programme Analysis Project Management	Knowledge and work experience in programme/project design, monitoring and evaluation.

**Education, Experience and Language Skills**

- University degree in international development, international relations, public health, public/business administration, or a related field.
- Minimum of two years of experience in programme development and management, preferably in an international setting and with a focus on health development.

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- Some experience in the development of professional service offerings and/or programme design, monitoring and evaluation highly desirable, preferably in support of low- and middle-income countries.
- Fluency in the English language is required, and asset languages are desired (Arabic, Chinese, French, Russian and Spanish).