



## Job Description Print Report

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### Position Review

Position Number		Position Type	CFE/JPO	Subject to Radiation	No	Subject to GD	No
Hyperion Position Number		Fund Type	EBR	Parent Position	170897 Section Head 2		
Organization	SG-Section for Safeguards Programme Coordination	FTE	1	CCOG 1	1A08		
Grade	P2	Duty Station	Vienna, Austria	CCOG 2			
Classified Grade		Position Title	Associate Communication Officer (SG)	Proposed New Title			
Master Version	1	Master Status		Approval Date			
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### Job Description Review

#### Organization Settings

The Department of Safeguards carries out the IAEA's duties and responsibilities as the world's nuclear inspectorate, supporting global efforts to stop the spread of nuclear weapons. The primary role of the Department is to develop and implement IAEA safeguards to ensure that there is no diversion of declared nuclear material from peaceful activities and no indications of undeclared nuclear material or activities in a State as a whole.

The Department comprises nuclear safeguards inspectors, responsible for carrying out inspections and verifications of all-safeguards relevant information for nuclear facilities in over 180 States; and technical staff responsible for a wide range of activities including: developing concepts and approaches for implementing safeguards; developing and maintaining safeguards equipment; providing analytical and laboratory services for sample analysis; collecting, evaluating and analysing safeguards-relevant information; providing information and communication technology infrastructure and services; and providing programme coordination support.

Within the Office of the Deputy Director General, the Section for Safeguards Programme Coordination (SPC) is the principal advisory body supporting the Department's management. The Section provides coordination and support in the areas of safeguards implementation, programme and budget, human resources, performance monitoring, effectiveness evaluation, communication, and in formulation and execution of departmental policies and procedures.

#### Main Purpose

As a team member reporting to the Section Head and working closely with the Communication Officer, the Associate Communication Officer (SG) will be responsible for assisting the drafting, design and implementation of communication initiatives within the Department of Safeguards. Under direction of the Communication Officer, he/she helps to ensure the smooth flow of information throughout the Department.

#### Role

The Associate Communication Officer (SG) is a communicator, in constant contact with the SG programme stakeholders in support of outreach and information sharing, working

directly with the Communication Officer to support in developing and implementing strategic communication initiatives for the Department.		
<b>Partnership</b>		
The Associate Communication Officer (SG) builds strong working relationships with Staff across the Department of Safeguards and within the IAEA. Primarily, relationships with the Communication Officer, the Departments Communication Advisor, and other SPC colleagues is critical. Regular interaction with Communication Working Group Members will be expected.		
<b>Functions / Key results Expected</b>		
<p>Draft and provide graphic design internal communication materials such as the Departmental Newsletter, Departmental Meetings, Communication Guidelines, and others, in support of implementing the Safeguards Strategic Communication Plan, as directed by the DDGO Communication Officer.</p> <p>Assist in the implementation of creative and cost-effective design solutions for the Department of Safeguards publications (books, reports, brochures, leaflets, catalogues, programmes, etc.) and other graphic products (posters, logos, flyers etc.).</p> <p>Project management for internal communication projects (such as organizing meetings, taking and distributing notes, following up on action items, and suggesting next steps), as needed by DDGO Communication Officer, including, but not limited to SG Portal revision, InSite Management, Communication Working Group coordination, and others.</p> <p>Participate in the Communication Working Group and act as a liaison for Divisional communication representatives, as appropriate, and identify new communication opportunities to advance the effectiveness of the communication objectives for the Department of Safeguards.</p>		
<b>Generic JD Remarks</b>		
<b>Competencies</b>		
Core Competencies		
Competency	Occupational Role	Definition
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 priorities. Takes into account potential changes and proposes contingency plans.
Functional Competencies		
Competency	Occupational Role	Definition
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.

Expertise		
Expertise	Description	Asset
Administrative Support Correspondence and Written Communication	Demonstrated writing and editing experience, including reports, articles, press releases, social media content. Ability to write and edit information to a high standard of accuracy.	N
Administrative Support Data and Information Analysis and Reporting	Strong research skills, ability to rapidly analyse and integrate information to produce clear and relevant content for communication materials.	N
Publishing Desk Top Publishing and Production	In-depth knowledge of essential design processes, media and tools (concepts, typography, colour management, desktop publishing programs, paper, digital colour separation, printing procedures and materials).	N
Position Specific FC	Occupational Role	Definition
Commitment to continuous process improvement	Unable to find Position Data from Staging Table - 100	Unable to find Position Data from Staging Table - 100
Position Specific Expertise	Description	Asset
Information Technology Web Design	User-experience (UX) based web content creation is an asset.	N
Publishing Graphic Design	Demonstrated Graphic Design experience and good understanding of online tools and social media.	N
Languages		
Languages	Asset Languages	
English	Arabic Chinese French Russian Spanish	
Qualification		
Qualification Title	Description	
Bachelor's Degree	University degree in International Relations, Communication Studies or a related field.	
Experience		
Minimum of 2 years of work experience in the field of communications and/or journalism. Expertise in organizational communication, communications management, measurement, and survey design is desired.		