

Job Description for Professional Posts

Reference:NA2026/69

Position and Grade:	Associate Programme Support Officer (Atoms4Food), P2
Organizational Unit:	Joint FAO/IAEA Centre of Nuclear Techniques in Food and Agriculture
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, "Nuclear Techniques for Development and Environmental Protection". This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Joint FAO/IAEA Centre of Nuclear Techniques in Food and Agriculture (Joint FAO/IAEA Centre, in short) assists Member States of the Food and Agriculture Organization of the United Nations (FAO) and the IAEA in using nuclear techniques and related technologies to improve food security, alleviate poverty and promote sustainable agriculture. The Joint FAO/IAEA Centre consists of five Sections, each with an associated laboratory (located in Seibersdorf, 45 km south-east of Vienna), in the areas of: animal production and health; plant breeding and genetics; insect pest control; soil and water management and crop nutrition; and food safety and control.

Main Purpose

As a member of a team led by the Director, the Associate Programme Support Officer (Atoms4Food) contributes to the implementation activities related to the Atoms4Food project of the Joint Centre through the provision of programme services required for implementation of the Joint Centre's programme in an efficient and cost-effective manner through interaction with IAEA's management services.

Role

The Associate Programme Support Officer (Atoms4Food) is: (i) a team member to programme and subprogramme managers supporting the team in the implementation of programme activities; (ii) an analyst and facilitator, reviewing and analysing proposals for implementation of the Joint Centre's activities.

Partnerships

The Associate Programme Support Officer (Atoms4Food) will work closely with staff of the Joint Centre, subprogramme and programme managers.

Functions / Key Results Expected

Under the guidance of the Director, and in close collaboration with the staff of the Joint Centre, the Associate Programme Support Officer (Atoms4Food) will:

- Provide support to the Director and subprogramme managers on the implementation of the Atoms4Food Flagship Initiative, to promote efficient and effective use of resource and ensure that guidelines are correctly applied.
- Provide assistance, in close cooperation with the subprogramme managers, to the yearly programme performance reviews for the Atoms4Food Flagship Initiative donors.
- Prepare draft financial reports as required and review actual expenditure against budgets for the Atoms4Food Flagship Initiative projects.
- Support implementation of the Centre's programme activities by facilitating and monitoring the organization of meetings, controlling invitation, travel and payment of consultants and experts, and reviewing Centre's duty travel plans for the Atoms4Food Flagship Initiative projects.
- Support all the resource mobilization activities for Atoms4Food Initiative for the Joint FAO/IAEA Centre.

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 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
Knowledge sharing and learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Analytical thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.

Expertise	
Expertise	Description
Finance/Financial Monitoring	Expertise in monitoring of expenditure against planned budgets
Human Resources/Recruitment	Expertise in recruitment of consultants, experts and interns

Education, Experience and Language Skills

- Advanced university degree in programme management, business administration or other related field.
- Minimum of two years of experience in programme or project management.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russia and Spanish) an asset.