

Job Description for Professional Posts

Position ID:	TC201902-P2
Position and Grade:	Associate Programme Officer (P2) for the Programme of Action for Cancer Therapy (PACT)
Organizational Unit:	TCCT-Director's Office Division of Programme of Action for Cancer Therapy Department of Technical Cooperation
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT-JPO, 1 year with a possible extension of one additional 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), 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 (MS)) 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 PACT, the Associate Programme Officer (TCCT) contributes to the development and implementation of PACT programmatic activities in IAEA 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:

(1) contributing to monitoring developments in relation to cancer control activities in selected regions and MS; (2) advocating and supporting the promotion of PACT services and the value proposition of the IAEA with other organizations active in the field of cancer control; (3) supporting resource mobilization and fundraising activities of the IAEA for unfunded cancer needs of MS; (4) analyzing and contributing to the preparation of and reporting on multi-disciplinary assessments of national cancer control capacities (imPACT Reviews); (5) assisting in the development of new supporting tools for effective follow-up to imPACT Reviews.

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 MS' 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

- Assist in the planning, drafting, coordination of, monitoring and evaluation of the implementation of PACT services in selected MS.
- In close collaboration with the team, provide support and contribute to the development of sound programmatic initiatives and strategies through which PACT can assist with capacity building for cancer diagnostic and treatment on a national, sub-regional, regional or interregional basis.
- Support the development of a strategic, results-oriented and coordinated approach to the identification of key funding needs and gaps, in collaboration with PACT Sections, TC Regional Divisions, NAHU and other relevant Departments and Divisions.
- Research key donor and funding trends, in particular in global health settings.
- Support coordination of systematic, reliable and transparent reporting on cancer-related activities implemented with resources mobilized by PACT to donors and key stakeholders, based on programmatic and technical input from implementing Sections and relevant Divisions.
- Support the organization of fundraising activities such as donor briefings, presentations or joint events in cooperation with relevant external and internal stakeholders.
- Contribute to multi-disciplinary assessments reports about national cancer control capacities (imPACT Reviews).
- Provide support, as necessary, to the research and assessment of opportunities for synergies with other IAEA technical cooperation activities and with activities of partner organizations.
- Assist with the comprehensive mapping and analysis of cancer-related footnote a/ components in TCP 2022-2023.
- Support the development of methods, tools and guidance materials for IAEA MS to assess current expenditure in cancer control, estimate future resource needs and to develop respective budget requests.
- Support the preparation of meetings, expert missions and other activities related to existing projects and partnerships.
- Perform analyses of data and develop presentations (e.g. slide presentations) for delivery by Director, Section Heads, etc.

- Develop communication material (web articles, bulletin articles, summaries appropriate for reporting) that describes the work of the Division.

Knowledge, Skills and Abilities

- Demonstrated ability to analyze situations and problems; ability to grasp the critical aspects and to initiate workable timely solutions; ability to make timely and firm decisions based on sound judgement
- Ability to seek opportunities to learn and keep job knowledge up-to-date, as well as to respond positively to new and challenging tasks.
- Knowledge of international health care delivery systems.
- Sound knowledge and work experience in programme/project design, monitoring and evaluation.
- Ability to deliver written and oral information in a timely, clear and uncomplicated way; ability to communicate effectively, openly and to freely share information and knowledge; ability to seek and welcome feedback and to adjust behaviour accordingly.
- Ability to maintain positive working relationships with colleagues inside and outside the Division and to handle stressful situations with tact and diplomacy.
- Ability to set challenging goals for him/herself and to maintain focus on results; ability to overcome obstacles and challenges; ability to prioritize and adjust work and to evaluate and take responsibility for achieving results.
- Commitment to IAEA's strategy and priorities relevant to PACT with ability to focus effort and energy on achieving them; understanding of the position of other organizational units and ability to work effectively across organizational and functional boundaries. Knowledge of the PACT programme, strategies and priorities desirable.

Education, Experience and Language Skills

- University degree in public health, international development, international relations, 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.
- 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.
- Excellent knowledge of written and spoken English. Knowledge of French highly desirable. Knowledge of any other official IAEA language (Arabic, Chinese, Russian, Spanish) an asset.