



## Job Description

# Programme Officer - PDS(P4)-(2018/0275 (188941))

Organization TCCT-Programme Design Section

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2018-04-18, 9:49:23 AM

Closing Date 2018-05-30, 11:59:00 PM

Duration in Months: 12

Contract Type: Temporary Assistance - Regular

Probation Period: 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, in line with the IAEA Medium Term Strategy.

The objective of PACT is to enable Member States 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 directly to the Deputy Director General of the Department of Technical Cooperation.

In 2009, the World Health Organization (WHO) and the IAEA signed an agreement to complement each other's efforts in the fight against cancer in low- and middle income countries, particularly on capacity building for cancer control planning and implementation of appropriate interventions and strategies, and to collaborate on raising awareness and new funding for cancer control activities at national, regional and international level through a WHO/IAEA Joint Programme for Cancer Control. The Director of PACT (DIR-PACT) has been assigned the role as the IAEA's Joint Programme Coordinator by the Director General.

PACT is a recognized and high-profile flagship initiative for the IAEA whose success will help mould the IAEA's future approach to the funding of cooperative development programming. To this end, the Division of PACT is expected to be a role model in coordinated, collaborative, transparent and structured programme implementation through the IAEA's one-house approach as well as an innovator and driver of a structured long-term approach to resource mobilization.

## Main Purpose

Under the overall guidance of the Director and the direct supervision of the Section Head, Programme Design Section, the Programme Officer contributes knowledge and professional skills to the development and implementation of PACT programmatic activities in IAEA Member States (MS). This involves fostering internal collaboration among all relevant stakeholders within IAEA, ensuring a close integration of PACT programme implementation with the overall delivery of technical cooperation in the Department of Technical Cooperation, understanding evolving needs of Member States and a focus on positioning PACT services in an overall context of health-related programmes implemented by other organisations.

## Role

The Programme Officer is: (1) a project manager, ensuring that PACT programmatic activities in Member States are developed, coordinated and implemented in the most efficient and effective manner in line with quality management standards and the results-based approach; (2) a substantive expert contributor, developing tailored PACT services and the necessary processes, tools and mechanisms for their implementation; (3) an adviser to the Section Head and other managers on needs of Member States and how to best address them in full cooperation with internal and external partners; (4) a coordinator and focal point to ensure full alignment of PACT activities with other technical cooperation activities; and (5) an advocate, promoting PACT services and the value proposition of IAEA with other organisations active in the field of international health development.

## Functions / Key Results Expected

- Under the overall guidance of Director and the direct supervision of the Section Head, plan, draft, coordinate, monitor and evaluate the implementation of PACT services, as well as proposals for PACT Model Demonstration Sites.
- Contribute to the development of sound programmatic initiatives and strategies through which PACT can assist capacity building for cancer prevention, early detection and curative and palliative treatment on a national, sub-regional, regional or interregional basis.
- Research, identify, and assess opportunities for synergies with other IAEA technical cooperation activities and with activities of partner organisations.
- Provide expertise and advice with regard to PMDS status, processes and services to PACT staff and Project Management Officers in the Department of Technical Cooperation, as needed, in their work with Member States.
- Support upon request the preparation of meetings, expert missions and other activities to oversee existing projects and to intensify partnerships and external cooperation.
- Ensure PACT programmatic work results in clearly scoped, relevant and measurable PACT services that are clearly understood by internal staff, Member States and partner organisations.
- Establish and consistently implement methods to ensure systematic, regular and transparent reporting on all relevant PACT activities and results.

## Competencies and Expertise

### Core Competencies

Name	Definition
Communication	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	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	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	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

Name	Definition
Client orientation	Helps clients to analyse their needs. Seeks to understand service needs from the client's perspective and ensure that the client's standards are met.

Commitment to continuous process improvement	Plans and executes activities in the context of quality and risk management and identifies opportunities for process, system and structural improvement, as well as improving current practices. Analyses processes and procedures, and proposes improvements.
Judgement/decision making	Consults with supervisor/manager and takes decisions in full compliance with the Agency's regulations and rules. Makes decisions reflecting best practice and professional theories and standards.

#### Required Expertise

Function	Name	Expertise Description
Management and Programme Guidance Analysis	Development	Knowledge of international health care delivery systems.
Management and Programme Partnership Analysis	Development	Understanding of the position of other organizational units and ability to work effectively across organizational and functional boundaries.
Management and Programme Programme Analysis	Management	Sound knowledge and work experience in programme/project design, monitoring and evaluation.
Management and Programme Strengthening Institutional Capacity for Sustainability and Self-Reliance	Analysis	In-depth understanding of the needs of Member States and ability to apply programme tools and approaches for meeting them.

#### Qualifications, Experience and Language skills

- Advanced university degree in international development, public health, public/business administration or management.
- Minimum of seven years of progressively responsible experience in programme development and management, preferably in an international setting and with a focus on health development.
- Previous 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 Spanish and French highly desirable. Knowledge of any other official IAEA language (Arabic, Chinese, Russian) an asset.

#### Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$71332** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 37592\***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#)

---

#### Applications from qualified women and candidates from developing countries are encouraged

Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#). Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process

---