

# Job Description for Professional Posts

<b>Position:</b>	Associate Human Resources Officer
<b>Grade:</b>	P-2
<b>Organizational Unit:</b>	Division of Human Resources Department of Management
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	JPO, FT, 1 year

## Organizational Setting

The Department of Management (MT) provides a ‘platform of services’ that serves as a foundation for the successful delivery of the IAEA’s scientific and technical programmes. Its mission statement is as follows: “MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose”. Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment and ensures that all Board documents are translated and distributed on a timely basis to Member States.

The Division of Human Resources plans, acquires and manages human resources to help implement IAEA programmes. The Division delivers the full spectrum of HR services, including organizational development and planning, talent acquisition and development, performance management, and administration of compensation and benefits. The Division serves a multicultural workforce of approximately 2300 people from diverse scientific, technical, managerial and professional disciplines.

The Recruitment and Staff Development Section provides HR services to the IAEA’s technical programmes, and advice to managers in the areas of talent acquisition, development, and performance management. The Section consists of two Units. The Recruitment Unit is responsible for talent acquisition, testing, placement and promotion. The Staff Development Unit is responsible for the planning and delivery of and for monitoring performance management.

## Main Purpose

Under the supervision of a Section Head, the Associate Human Resources Officer carries out research to identify HR professional best practices and interprets and administers policies and procedures to provide efficient and effective HR services.

## Role

The Associate HR Officer is a *team member*, providing support in one or more specialized sections; a *researcher*, conducting surveys and studies related to HR policies and identifying professional best practices; and an *administrator*, interpreting and applying HR rules and regulations and providing explanations to assist managers and staff.

## **Partnerships**

The Associate HR Officer establishes effective working relationships with staff and supervisors throughout the Agency, to obtain information related to specific cases and to provide information about policies, procedures, options and actions. The Associate HR Officer contacts external job applicants to obtain or provide information; contacts other organizations to obtain information about applicant experience or academic credentials; and contacts other HR professionals or other specialists to obtain information for best practice research.

## **Functions / Key Results Expected**

Carry out research into policies, practices, systems and standards related to HR planning, recruitment, staff development, conditions of service, salaries, allowances and other HR issues for review by a senior HR specialist including obtaining background and other information from inside and outside of the Agency;

Interpret and apply HR rules and regulations as well as internal procedures and processes and analyse, evaluate and approve individual cases and identify options and solutions for atypical or unprecedented cases.

Provide verbal and written explanations to managers and staff regarding the application of HR rules, regulations and procedures and provide guidance on the use of HR information systems.

Provide information for managers and staff regarding Agency staff rules (including the Standards of Conduct and core values) so that they are aware of their rights and obligations, career options and opportunities, and benefits and entitlements.

## **Knowledge, Skills and Abilities**

- Professional Expertise: Knowledge of international HR principles, concepts and practices.
- Objectivity and the ability to apply HR regulations and rules in a fair and consistent manner; ability to solve complex issues and propose creative solutions.
- Analysis and assessment: Proven analytical and evaluative skills, and the ability to conduct independent research and analysis, formulating options and making recommendations:
- Ability to interpret relevant staff rules, analysing precedents and advising on the appropriate course of action.
- Effective organizing skills: Ability to plan and prioritize activities and projects, as well as manage tight deadlines effectively.
- Strong client orientation: Ability to establish and maintain productive partnerships with counterparts and client departments by gaining their trust and respect.
- Strong proven interpersonal skills: Ability to establish and maintain good relationships with internal and external counterparts and to work harmoniously in a multicultural/multidisciplinary environment with respect and sensitivity for diversity.
- A high degree of tact, diplomacy and discretion, and proven ability to maintain confidentiality.

- Computer skills: Proficiency in the use of office software products (MS Office 2010).
- Knowledge of recruitment software such as TALEO would be an asset.

## **Education, Experience and Language Skills**

University degree in human resource management, industrial relations, public or business administration, or other related field.

At least two years of relevant work experience. Some experience in an international organization is an asset.

Fluency in spoken and written English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian or Spanish) is an asset.