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Position and Grade:	<b>Communications Specialist (P-4)</b>
Organizational Unit:	Office of the Deputy Director General <a href="#">Department of Nuclear Sciences and Applications</a>
Duty Station:	<a href="#">Vienna, Austria</a>
Issue Date:	4 June 2009
Application Deadline:	<b>20 July 2009</b>
Type/Duration of Appointment:	Fixed term Temporary Assistance, 2 years (subject to a probationary period of 1 year)

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## Organizational Setting

The Department of Nuclear Sciences and Applications implements the IAEA's major programme on nuclear techniques for development and environmental protection (Major Programme 2). This major programme comprises individual programmes in food and agriculture, human health, water resources management, 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 Departmental operating environment is interactive, participative and dynamic with continuous inputs received from the Board of Governors, the General Conference, policy- and decision-makers, as well as counterparts in Member States and in the international development community.

## Main purpose

The Communications Specialist manages the Department's internal and external communications. In so doing, the incumbent analyses the Department's communication needs in relation to its target audiences and also prepares speeches, reports, articles and other communications with a content and style appropriate to the audience, venue and message. The objective of the incumbent's work is to achieve, to the extent possible, an appropriate level of understanding among the relevant stakeholders on issues specific to the Department and on broader IAEA activities.

## Role

Under the guidance of the Deputy Director General and the supervision of the Programme Coordinator, the Communication Specialist manages Departmental communications. The Communications Specialist has three principal roles: (i) to formulate and carry out Departmental and Divisional communication strategies; (ii) to convey in writing the vision and messages from senior managers as well as the objectives and results of the programme; and (iii) to work with others, as appropriate, to enhance their outreach activities and to help improve of their presentation skills.

## Partnerships

The Communications Specialist works closely with Departmental senior management, advising them on communications strategy and styles, and also with the Division of Public Information, coordinating messages of programme importance with the IAEA's overall communication strategy.

## Functions / Key Results Expected

Identify and analyse on a regular basis the communication and information needs of stakeholders, including staff within the Department and in other parts of the IAEA, and Member States.

Monitor the implementation of external and internal communication and take corrective action in accordance with best practices.

Design appropriate communication tools that meet stakeholder needs and fulfil statutory and other IAEA requirements.

Work with the Division of Public Information in coordinating communication aimed at promoting the achievements of the Department of Nuclear Sciences and Applications to agreed target audiences.

Facilitate and prepare reports to the governing bodies and other programme documents, and assist in managing the clearance and approval process.

Prepare speeches, reports, inputs, high-level correspondence and other communications in a manner that not only accurately reflects programme objectives and the messages of the Deputy Director General but is also appropriate for the target audience.

Work with Departmental staff to enhance their presentation skills.

Oversee the content and style of the Departmental websites.

Develop standardized communication packages on important aspects of the programme.

Meet specialized communication needs in support of Departmental objectives through the preparation of promotional material and exhibitions.

Act as a resource for senior management by providing material and editorial support to ensure a

consistent approach and message.

## Knowledge, Skills and Abilities

Demonstrated ability to communicate ideas in English, both verbally and in writing, in a clear, engaging, compelling and creative manner.

Ability to adapt communications to a variety of styles appropriate to varied audiences (journalistic, technical/scientific, multicultural staff in the working environment) and venues (speeches, technical reports, news articles, presentations).

Ability to convey complex technical issues using language and concepts that are both technically accurate and understandable to general audiences.

Sound judgement and grasp of the broad political context in which the IAEA operates.

Ability effectively to synthesize information from diverse sources.

Basic understanding of science and technology, knowledge of non-proliferation issues and/or safeguards, and background in nuclear technology or related fields, desirable.

Strong interpersonal skills with the ability to work in a team and establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

## Education, Experience and Language Skills

Advanced university (or equivalent) degree in communications, public or foreign relations, science, or another relevant field.

At least 7 years of working experience in communication and technical writing, preferably with strong international experience.

Experience in analysing the communication needs of a large organization, preferably in an international environment, and identifying opportunities and solutions for addressing those communication needs on an ongoing basis.

Excellent command of written and spoken English. Knowledge of other official IAEA languages (i.e. Arabic, Chinese, French, Russian, or Spanish) desirable.

*NOTE: This is not an established IAEA post. It is fixed term temporary assistance post, subject to the availability of funds.*

## Remuneration

The Agency offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$64 521** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$41 939\***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#).

[How to apply to the IAEA](#)

*\* Subject to change without notice*

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**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. 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 to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process.

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