Organization: SEC-Secretariat of the Policy-making Organs
Primary Location: Austria-Vienna-IAEA Headquarters
Job Posting: 2020-04-02, 4:51:02 PM
Closing Date: 2020-04-16, 11:59:00 PM
Duration in Months: 36
Contract Type: Fixed Term - Regular
Probation Period: 1 Year

This is a re-opening of the vacancy. Candidates who already applied do not need to re-submit an application.

Organizational Setting
The Secretariat of the Policy-Making Organs provides support for the planning and conduct of business and meetings to enable the Policy-Making Organs (the General Conference and Board of Governors) to effectively perform their statutory responsibilities and their other functions and to ensure that all their meetings are conducted efficiently.

Main Purpose
Reporting to the Director General, the Secretary facilitates consultation and cooperation among the governing bodies and between them and the Secretariat. The Secretary coordinates the provision of a wide variety of reports and documents for the Policy-Making Organs.

Role
The Secretary is: (1) a leader, encouraging and inspiring the identification and implementation of innovative solutions and best practices that address the priorities of the stakeholders; (2) the principal adviser to the Policy-Making Organs, Member States, Director General, and senior managers throughout the IAEA on the substantive consultation and business processes and requirements of the Policy-Making Organs; (3) a manager, acting in accordance with the IAEA’s values and ethical standards in making decisions regarding financial, human, information and knowledge resources.

Functions / Key Results Expected
- Serve as Secretary to the Policy-Making Organs and their subsidiary bodies including the General Committee, Programme and Budget Committee, Technical Assistance and Cooperation Committee and ad hoc working groups, and support their consultative, decision-making and communication processes.
- Ensure timely preparation and distribution of agendas, minutes, and decisions of the Policy-Making Organs.
- Coordinate content and submission of documents for the Board of Governors and General Conference.
- Hold consultations preceding formal meetings and ensure that all decisions of the Policy-Making Organs and their subsidiary bodies are documented and communicated.
- Liaise with Member States and other IAEA partners, the Chairman of the Board and President of the General Conference to organize and coordinate extensive consultations on matters being considered by the Policy-Making Organs.
- Act as facilitator between the Secretariat and Member States to bring together divergent points of view.
- Coordinate the development and preparation of detailed briefs, speaking notes, draft decisions and conclusions for the Chairman of the Board and President of the General Conference and assist them in the conduct of meetings.
- Facilitate communication between the Chairman of the Board, President of the General Conference, Member States, IAEA departments, and other parties.
- Provide direction for, lead, and efficiently manage an innovative and effective team and related resources.

Competencies and Expertise
Core Competencies

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<tr>
<th>Name</th>
<th>Definition</th>
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<tr>
<td>Planning and Organizing</td>
<td>Sets clearly defined objectives for the Department/Division in line with the priorities of the Agency. Works toward Agency-wide efficiencies with a view to strengthening and harmonizing planning systems and capacities at the Departmental/Divisional level.</td>
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Communication
Promotes an environment of open communication within and outside of the Agency, ensuring that sensitive information is protected. Inspires staff at all levels through his/her communication.

Achieving Results
Sets the overall direction for the Departmental/Divisional goals, and promotes a results based management culture that focuses on the achievement of programme results in an effective and efficient manner.

Teamwork
Motivates and empowers staff, and fosters a collaborative approach across the Department/Division and the Agency as a whole. Acts as a role model when handling disagreements.

Functional Competencies

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<td>Client orientation</td>
<td>Promotes an attitude of valuing clients. Advocates for the inclusion of client interests and needs in programme planning and decision making.</td>
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<td>Judgement/decision making</td>
<td>Ensures that the judgements and decisions that are taken promote the Agency’s strategic goals, the one-house approach, and are in full compliance with the Agency’s regulations and rules.</td>
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<td>Partnership building</td>
<td>Develops strategic partnerships and alliances. Leverages combined network resources to support the Agency’s programmes and priorities in achieving Agency-wide results.</td>
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Qualifications, Experience and Language skills
- Advanced university degree in international relations, international public administration, or other related fields.
- Minimum of 15 years of professional experience in international relations, international public administration, or other relevant areas.
- Minimum of five years of senior-level experience in an international organization, the public sector, a non-profit organization, or equivalent.
- Diplomatic negotiating experience is required.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Remuneration
The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at US $100800 (subject to mandatory deductions for pension contributions and health insurance), a variable post adjustment which currently amounts to US $ 40219*, 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.

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APPLY HERE

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