

Section Head (Conference)(P4)

(2017/0218 (002338))



Organization: MTCD-Conference Services Section
Primary Location: Austria-Vienna-Vienna-IAEA Headquarters
Job Posting: 2017-11-29, 9:41:17 AM
Closing Date: **2018-01-10, 11:59:00 PM (CET)**
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 need not re-submit an application.

Organizational Setting

One of the main functions assigned to the IAEA by its Statute is to foster the exchange of scientific and technical information and the dissemination of knowledge in the nuclear field among Member States. To facilitate the effective exchange and dissemination of information relevant to the IAEA's work and mandate, the Division of Conference and Document Services coordinates and supports the implementation of these activities for its users and clients, both internal and external, by organizing meetings and conferences, issuing documents in the six official IAEA languages, i.e. Arabic, Chinese, English, French, Russian and Spanish, and editing, printing and distributing publications. Within this context, the Conference Services Section is responsible for providing logistical and administrative support and services and the necessary infrastructure for all IAEA meetings. The Section consists of approximately 17 staff.

Main Purpose

The Head of the Conference Services Section ensures the successful and efficient organization of all IAEA conferences and meetings.

Role

The Section Head is an (1) adviser to the Director of the Division of Conference and Document Services on all matters relating to conference services; (2) a team leader and manager, providing guidance to the Section's staff and ensuring the best use of the existing resources to achieve the Section's mandate; (3) a focal point to meeting organizers, internal and external counterparts and Member States.

Functions / Key Results Expected

- Plan, lead and monitor the work of the Conference Services Section, providing managerial support and guidance to staff, maintaining a focus on quality and efficiency improvements, and ensuring the availability of adequate human and technical resources.
- Provide advice to the Director of the Division of Conference and Document Services on all matters related to the activities of the Section. Keep up to date with the best practices and latest technological developments in the area of conference services.
- Provide administrative and organizational guidance for high-level meetings of the IAEA's governing bodies (the General Conference, the Board of Governors and its committees) and convention/treaty meetings, and coordinate administrative arrangements for IAEA co-sponsorship and cooperation meetings with international organizations.
- Advise meeting schedulers within the IAEA to achieve a balanced and efficient annual meeting plan, taking into account the IAEA services required for these meetings. Coordinate the use of internal and external meeting facilities, equipment and services, including the interpretation services for IAEA meetings provided by the United Nations Office at Vienna (UNOV).
- Ensure that all applicable procedures, administrative rules and policies are followed both within the Section and throughout the IAEA for all IAEA meetings, and that the counterparts and meeting participants receive comprehensive and timely information on the IAEA's major meetings.

Competencies and Expertise

Core Competencies

Name	Definition
Planning and Organizing	Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organizes deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.
Communication	Encourages open communication and builds consensus. Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.
Achieving Results	Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.
Teamwork	Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative team spirit, remaining mindful of the need to collaborate with people outside the immediate area of responsibility.

Functional Competencies

Name	Definition
Client orientation	Examines client plans and develops services and options to support ongoing relationships. Develops solutions that add value to the Agency's programmes and operations.
Commitment to continuous process improvement	Assesses the effectiveness of functions and systems as well as current practices; streamlines standards and processes and develops innovative approaches to programme development and implementation.
Judgement/decision making	Consults with and seeks advice at the appropriate managerial level when making complex decisions. Facilitates dialogue and development of best practice to support judgement/decision making, in full compliance with the Agency's regulations and rules.
Analytical thinking	Applies business analytics to establish programme priorities. Makes rational judgements from the available information and analysis.
Leading and supervising	Serves as a role model when leading and supervising others. Provides his/her team with clear direction, promotes a dynamic working climate and empowers others. Is open to new ideas and demonstrates creativity in search of excellence.

Required Expertise

Function	Name	Expertise Description
Administrative Support	Discretion and Respect for Confidentiality	Ability to communicate with tact and diplomacy to public at different levels, in a multicultural/multidisciplinary environment with respect and sensitivity for diversity.

Qualifications, Experience and Language skills

- Master's Degree - Advanced university degree in management, marketing, public administration, international relations or a related field.
- At least seven years of professional experience in conference management.
- Some experience working with an international organization is desirable.
- Thorough understanding of the organization and management of large conferences in an international organization.
- Ability to communicate effectively, both orally and in written form.
- 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 \$70647** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 25009***, 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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