



Job Description

Internship - Division of Programme of Action for Cancer Therapy (PACT) - (TAL-TCCT20190212-001)

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2019-02-13, 2:32:34 PM

Closing Date 2019-02-28, 10:59:00 PM

Duration in Months: 12

Contract Type: Interns

Duration

12 months

Internships

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;

To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.

The duration of an internship is normally not less than three months and not more than one 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), 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.

The objective of PACT is to assist Member States, within the IAEA's one-house approach to cancer control and working closely with regional Divisions in the Department of Technical Cooperation as well as other relevant Departments and Offices, 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 to the Deputy Director General of the Department of Technical Cooperation.

Main Purpose

To gain knowledge and training on the IAEA PACT programme and delivery in particular in the areas of programming, implementation, knowledge management, partnership building and resource mobilization.

Functions / Key Results Expected

- Programme/Project Management: Gain an overall understanding of the delivery of PACT activities, carried out within the programme through, inter alia, on-job-training in project design and planning, implementation activities under the impact review missions and resource mobilization.
- Knowledge Management: Support the Director PACT in the preparation of achievement reports for selected projects; gain hands-on experience in drafting and updating country-specific information, reports and other documents as needed.

Qualifications and Experience

- University degree in management, social sciences, science and technology, or international relations;
- Experience in the compilation, processing and reporting of information using databases;
- Previous work experience in a government institution, non-governmental organization and/or an international/UN organization an advantage;
- Experience working with Microsoft Office (Outlook, Word, Excel, PowerPoint), which is the IAEA's standard;
- Excellent oral and written command of English. Knowledge of another official IAEA language (i.e. Arabic, Chinese, French, Russian or Spanish) an asset.

Applicant Eligibility

- Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
- Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
- Candidates must not have previously participated in the IAEA's internship programme.

- Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.
- Candidates must attach two signed letters of recommendation to their application.