

TITLE: Editor / Technical Writer Administration Department /Public Relations		ADM015
REPORTS TO LINE MANAGER: Head of Public Relations Division		
DIRECT EMPLOYMENT : NOT REQUIRED		GRADE RANGE: P3 – P4
DATE WRITTEN: 25-10-06	DATE REVISED:	DATE REVISED:

Purpose:

To produce the content of the major ITER communication tools: ITER Newsletter, the ITER Newslne, and the ITER website. In addition, to produce ad-hoc articles for the popular media, and produce educational materials

Major Duties/Responsibilities:

- Production of content bi-monthly ITER Newsletter
- Production of content bi-weekly ITER Newslne
- Production of articles for the ITER website
- Production of Feature articles for media
- Interviews with people in- and outside ITER
- Production educational materials

Qualifications Required:

- Msc. in scientific subject
- Excellent journalist's writing skills
- Excellent grasp of the English language, both in writing and in speech
- Experience with writing technical / scientific material
- Ability to explain complex technical material in a simple way
- Be able to work independently

Work Direction and Interfaces:

Reports to Head of Public relations Division
Works independent

Authority/Approval Levels:

Produced content to be approved by Head of Public relations Division, Assistant DDG for Administration, and the Publication Officer.

Measures of Effectiveness:

Regular and high-quality output of Newsletter, Newslne, and other materials