TITLE: Document Editor		ODG-010
REPORTS TO LINE MANAGER: Head of Office of Director General		
GRADE RANGE: G4-G5		
DATE WRITTEN: July 2007	DATE REVISED:	DATE REVISED:

Purpose:

To provide support to the Head of the Office of Director-General (ODG) and staff of the ODG, in particular, in writing and editing of project reports and documents.

Major Duties and Responsibilities:

- Assist the Head of ODG and staff of the ODG, including Legal Office and ITER Council Secretary, in preparing project documents, reports, and correspondences.
- Perform extensive proofing and editing of the project documents when necessary.
- Maintain related records for the ODG.
- Help prepare and input documents and records in the IDM system.
- Work in a multinational interdisciplinary project team and responsible for maintaining the high quality standards of the work. He/She is expected to be able to work towards predefined goals with a high level of autonomy.

Qualifications and Experience:
- University degree (Master's degree). Degree in the legal field would be an advantage.
- A minimum of 5 years experience in a large multi-disciplinary project performed in an international environment.
- Excellent drafting skill in the English language is a strong requirement.
- Good planning, organization, and communication skills.
- Excellent team player while capable of working independently.
- Ability to work effectively in a multi-cultural environment. With respect and sensitivity for different cultures.

Work Direction and interfaces:
- Report to the Head of Office of Director General.
- Interact with ITER Council Secretary and Legal Office.

Authority/Approval Levels:
Has authority and approval levels as defined by the Head of the Office of the Director-General .

Measures of Effectiveness
Successfully contribute to the Office of Director General and to execution of its duties and responsibilities.