

TITLE: Communication Officer		ODG-014
REPORTS TO LINE MANAGER: Head of Communication, Office of the Director-General		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3
DATE WRITTEN: March 2008	DATE REVISED:	DATE REVISED:

Purpose:

The Communication Officer will report to the Head of Communication of Office of the Director-General and will have particular responsibilities for Media contacts. The person will work closely with the Head of Communication on developing an appropriate media strategy to maintain a high profile for ITER. This will involve deciding on how to make the best use of the rapidly evolving technologies available to contact the world's press.

Major Duties/Responsibilities:

- Initiating and maintaining contact with broadcast, print and web-based media
- Production of press releases and press kits
- Organisation of press conferences and visits to the ITER site
- Presentations to the Media during visits.
- Creation and organisation of media databases
- Writing copy for all ITER communication channels
- Maintaining excellent relations with the communication offices of the Member Parties.
- Maintaining a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications Required:

- A Bachelor's degree
- Excellent journalist's writing skills
- Excellent written and spoken English
- Experience with writing technical / scientific material for a general public audience
- Be able to work independently.

Work Direction and Interfaces:

- Reports to Head of Communication
- Works independently.

Authority/Approval Levels:

Has authority and approval levels defined by the Head of Communication for his/her scope of work.

Measures of Effectiveness:

Successful media coverage of ITER, dynamic written material.