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JOB DETAIL

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Ref. IO1092 - 7/2/2010

Communication Head - ODG-015

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| Main job | Generalist |
| Departments | DG/Director General |
| Divisions | Communication |
| Job Family | Specific jobs |
| Application Deadline | 8/15/2010 |
| Grade | P6 |
| Direct employment | Required |
| Supervised by: | Head of Office |
| Purpose | To develop and implement the ITER public communication policy and strategy with the goal to gain and maintain the trust, support, and confidence of the staff, and of external audiences such as media, local communities, general public and other stakeholders throughout the life of the project. |
| Main duties / Responsibilities | <ul style="list-style-type: none"> - Manages the Communication Team and provides effective leadership ensuring team members are motivated and constantly developing their skills and experience; - Develops and implements the ITER public communication policy and strategy; - Proposes, implements and monitors the annual Communication plan and budget; - Acts as spoke-person for the Organization; - Supervises and co-produces content for the ITER communication material, in particular for press-releases; - Implements ITER internal and external communication tools, ITER intranet and public web-site; - Supports the technical departments in their internal communication needs; - Supervises and reviews all external communications and develops & manages relationships with media; - Supports ITER management on public communication and affairs issues. |
| Measures of effectiveness | Efficient implementation of the ITER Communication strategy and policy |
| Level of study | Master or higher degree |
| Diploma | MSc. in communication, or equivalent Degree |
| Level of experience | 10 to 14 years |
| Technical experience | <ul style="list-style-type: none"> - Proven track record of communicating science, at least 10 years of experience - Background in fusion would be considered as an advantage - Experience with writing technical / scientific material - Be able to work independently |
| Project experience | 5 to 7 years |
| People management experience | 10 to 15 years |
| Social skills | Ability to work effectively in a multi-cultural environment Ability to organize and monitor activities Ability to communicate effectively Good planning and organisational skills |
| General skills | MS Office professional (Access, Project, Publisher, Visio) MS Office standard (Word, Excel, PowerPoint, Outlook) |
| Specific skills | <ul style="list-style-type: none"> - Good managerial skills - Excellent presentation skills - Excellent grasp of the English & French languages, both in writing and in speech |
| Languages | English (Fluent) French (Fluent) |

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