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| <b>TITLE:</b> Administrative Assistant to Communication Office                        |                      | <b>ODG-019</b>            |
| <b>REPORTS TO LINE MANAGER:</b> Head of Communication, Office of the Director-General |                      |                           |
| <b>DIRECT EMPLOYMENT:</b> REQUIRED  |                      | <b>GRADE RANGE:</b> G3-G4 |
| <b>DATE WRITTEN:</b><br>May, 2008   | <b>DATE REVISED:</b> | <b>DATE REVISED:</b>      |

**Purpose:**

To take responsibility for administrative and organizational duties in the ITER Communication Office.

**Major Duties/Responsibilities:**

- Organizes and coordinate the ITER visits.
- Contributes to communication activities (Web page research, updates, presentations, photo research, and database maintenance).
- Provides event support to the communication staff for meetings, conferences and events organized on-and off-site.
- Helps with the implementation of the ITER Graphics Standards throughout the Organization.
- Provides administrative support to the Head of Communication (missions, contracts).
- Assists the Office in the administration, logistics, recording and archiving.
- Acts in concert with communication staff to research, write and produce editorial content and promotional materials.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

**Qualifications and Experience:**

- Bachelor's degree and/or recognized Administrative qualification.
- 2 years experience in related activities.
- Excellent knowledge of office software (word, ppt, excel, front page, etc) and graphics software.
- Fluent in both spoken and written English and French.
- Knowledge of data base use for work organization.
- Ability to work effectively in a multi-cultural environment.
- Strong interpersonal skills.
- Excellent organizational and coordination skills with the ability to set priorities and meet deadlines.

**Work Direction and Interfaces:**

Report to the Head of Communication.

**Measures of Effectiveness:**

- Successful organization of the Communication Office.
- Excellent feed back from ITER visitors.
- Implementation of ITER Graphics Standards.