TITLE: **Technical Web Master and Communications Officer**	PRO-051
REPORTS TO LINE MANAGER: Section Leader Technical Coordination Section	

Direct Employment: Not Required	Grade Range: G4/G5

DATE WRITTEN: Oct, 2006	DATE REVISED: **30/11/2007**	DATE REVISED:

Purpose:
Maintain and develop the ITER Technical Web Site. Maintain communications channels and informations systems between the ITER organisation and its collaborative partners (DA, Field teams, AIF, Contractors)

Duties and Responsibilities:
- Assist the Section Head in the definition, implementation and development of the ITER Technical Web Site
- Act as Web Master for the ITER Technical Web Site for ITER staff and collaborators
- Define the security structure for the Technical Web Site
- Apply the principles of rapid, intuitive and clear access to information in all areas of the ITER project via the web structure
- Monitor the content of the web for completeness, accuracy, suitability, uniformity of presentation, attribution and currency.
- Help and train ITER users and collaborators to upkeep their own areas of the web site.
- Maintain and develop portal web pages to other data-based areas of the project such as IDM, Catia, Enovia, IPS, ITER-Library etc
- Assist the Section Head and IT group in the viable definition, implementation and development of a general communication and remote participation programme with the field teams and partners.
- Provide regular ad-hoc reports to the Project Office Head and ITER management on web issues.
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety at work system

Qualifications and Experience:
- University Degree in Physics or Technical Information and Communications
- Familiarity with Distributed Scientific Organisation
- Familiarity with web editing tools (html, java, ms-frontpage etc)
- Familiarity with Web structure using ASP.NET and Sharepoint
- Ability to organise and cross link information systems
- Ability to help and advise users on ITER Information Systems
- Experience in Remote participation tools and implementation
- Familiar with the web structure of a large project
- Knowledge of magnetic fusion program and ITER would be an advantage.
- Ability to work effectively in a multi-cultural environment.
- Fluent in English. A knowledge of the host language (French) and/or some of the PT languages would be an advantage

Work Direction and Interfaces:
Reports to the Section Head of the Technical Coordination Section in the Project Office. Interfaces with all other departments and divisions. Maintains communications with other organizations within the ITER collaboration and directly interfaces with Field Teams, PT staff, AIF and ITER Contractors on web and information issues.

Authority/Approval Levels:
Has authority and approval levels generally defined by the DG for his/her scope of work.

Measures of Effectiveness:
Successfully manages the ITER WEB.. Effectively collaborates in the development of an ITER technical information systems.