

IO1275 Communication Responsible Officer ODG-023

General information

Job category	Standard
Status	Confirmed
Department	ODG/Office of the Director General
Division	Communication

Job description

Main job	Communication - Generalist
Title of the position	Communication Responsible Officer ODG-023
Job family	Organizational Support Domain Officer - 1
Grade	P4
Direct employment	Required
Purpose	<p>To establish the ITER Organization (IO) communication policy and strategy under the management of the Head of Communication, and, in particular, to prepare materials for communication activities, and develop and review the content of the major ITER communication tools</p> <p>To develop and implement an external communication policy focusing local officials and authorities (government officials, press, industry etc).</p> <p>Communication:</p> <p>Proposes strategic & practical measures concerning communication of ITER activities based on analysis of local, national & international context regarding energy and, inter alia, nuclear activities;</p> <p>Explores & develops methods for continuously improve & sustain communication of the IO;</p> <p>Maintains & develops good relations with local, national & international media & analyses their policy toward energy and, inter alia, nuclear energy for the above duties;</p> <p>Produces speeches, presentations, articles of the Director-General (DG);</p> <p>Coordinates & is the editor-in-chief of weekly ITER Newslines;</p> <p>Produces ITER information material (English and French): content for weekly ITER Newslines and ITER web sites (articles, photographs for etc), brochures, leaflets, videos, interviews with people in- and outside ITER, etc.;</p> <p>Works as a press officer: produces feature articles for media, answers media requests, organizes site visits for journalists, monitors international press and provides feedback to management;</p>
Main duties / Responsibilities	<p>Organizes external and internal events, including site tours and public presentations of ITER project;</p> <p>Produces communication material in relation with safety topics;</p> <p>Proposes and manages the production of TV programs;</p> <p>Produces educational materials developing the knowledge of the public on fusion and ITER project;</p> <p>Participates in public events (fairs, conferences, open-house days);</p> <p>Produces near-professional quality photographs and photo editing (Photoshop);</p> <p>External relations:</p> <p>Based on analysis of local and national situation concerning the ITER project, develops and implements an external communication policy (messages, targets etc) focusing on local authorities (politicians, officials, press etc);</p> <p>Participates in relevant meetings or events held in and organized by local governments concerning the ITER or the IO, and cover them;</p> <p>Maintains and develops contacts with local officials, authorities;</p> <p>Supports the IO DG's public relation policy;</p> <p>Writes answers, speeches, presentations, interviews & provides simultaneous translation to the DG or the Spokesperson (English & French);</p> <p>Deputizes the Head of Communication as required;</p> <p>Works collaboratively with the other members of the team on communication materials;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work</p>

Measures of effectiveness	Breakdown Structure Schedule or Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values and ethics.
	Proposes policies & measures concerning communication & external relations; Maintains regularity & high-quality output of Newslines & other information materials; Meets the deadline for the production of information material (e.g. Newslines, videos, brochures etc), and within budget; Produces IO publications & articles within the deadline & up to the satisfaction of IO management; Contributes to over 30 media articles, TV programmes etc on an annual basis; Explains clearly the characteristics of fusion to a wide public.
	Reports to the Head of Communication. In response to requests from the DG / Head of Office of the DG, or proactively, informs them of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.
	Project Construction Phase

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Field of Science, Communication or Arts
Level of experience	At least 10 years
Technical experience	Relevant professional experience in the field of communication; Demonstrated experience with writing technical / scientific material and with explaining complex technical material in a simple way.
	Basic Project Management experience is required.
	Ability to supervise external contractors' activities and technical staff.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Demonstrated writing and spoken skills, based on an excellent grasp of the French and English languages.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good command of communication softwares (photoshop, etc.).