

IO1317 Communication Assistant ODG-019

General information

Job category	Standard
Confidential	No
Status	Draft
Department	ODG/Office of the Director General
Division	Communication

Job description

Main job	Communication - Generalist
Title of the position	Communication Assistant ODG-019
Job family	Assistant
Duration of the contract	5 years
Contractual hours	Full time
Grade	G3
Direct employment	Required
Supervised by:	Communication Head
Purpose	<p>To inform and promote ITER project to the public by enhancing the development on visits/ public relations activities in compliance with ITER Organization (IO) communication strategy.</p> <ul style="list-style-type: none">- Prepare and coordinate visits on the ITER worksite and at the visitor Centre (official delegations, industry, general public, schools, universities etc);- Develops information and communication content passed on to the audience (work on messages, presentations contents, communication giveaways, pictures, budget, tools, and brochures);- Creates and carries out workshops on fusion energy for schools in the scope of visits at the visitor Centre and finds out and develops educational 'Fusion' tools for schools and general public;- Makes presentations to explain ITER project to general public; Liaises with the Buildings and Site Infrastructure Directorate to give updated and accurate information on the worksite progress;- Prepares logistics for visits (Interface with visitors, liaison with worksite security section, access, transportation on the worksite, etc.);- Adapts programmes or develops tailor-made programmes in compliance with the types of audiences and requests (Worksite guided tour, General presentation, workshop, technical presentation with IO scientist);- Issues monthly visits statistics;- Organizes worksite tours for high-level groups and events;- Approaches specific institutions (mailings, phone calls etc) to promote the visits of the worksite;- Acts as a group coordinator and visitors main interface ;- Administrates the ITER Facebook page to post information on ITER project (videos, pictures);- Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;- Contributes to other activities of Communication; works collaboratively with the other members of the team on communication materials;- Performs other duties linked to the above purpose upon management request, as necessary;- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Main duties / Responsibilities	<p>Reports to the Head of Communication;</p> <p>Collaborate with IO Departments for visits;</p> <p>In response to requests from the Director-General and/or Head of Office of the Director General, or proactively, informs the DG/ Head of Office of the Director General of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
Measures of effectiveness	<p>Enforcement of public awareness about fusion;</p> <p>Proper organization of visits in a timely manner;</p>

Accurate and relevant development of communication material for visits and workshops.

Project Construction Phase
ID SAP: 50000684

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Communication field or other relevant discipline
Level of experience	At least 3 years
Technical experience	Experience in a similar position.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit Higher specialized degree in information management or communication is highly desirable.
General skills	Strong interpersonal skills; Excellent organizational and coordination skills with the ability to set priorities and meet deadlines.
Languages	Fluent in both spoken and written English and French. English (Working) French (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge with graphics software; Knowledge of database use is considered as an advantage.

Origin of the job

Entity	ITER ORGANIZATION
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HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	CHOE Hyunejune
Followed by	Emilia Fullmer-Bourree
Alert recipient(s)	CHOE Hyunejune
Publication default start date	4/30/2013
Publication default end date	5/30/2013
Automatic update	No