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## JOB DETAIL

Ref. IO1815 - 2/17/2017

## Communication Responsible Officer - CAB-009

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<b>Main job</b>	Generalist
<b>Department</b>	CAB / Cabinet of the Director-General
<b>Division</b>	CAB / Communication
<b>Job Family</b>	Functional Officer - 2
<b>Application Deadline (MM/DD/YYYY)</b>	04/02/2017
<b>Grade</b>	P3
<b>Direct employment</b>	Not required
<b>Purpose</b>	-To elevate the external profile of the ITER Project, contributing as part of the ITER Communication team, implementing and providing feedback on ITER Organization (IO) external communication strategies under the management of the Head of Communication (COM).  -In particular, to research, develop, prepare and edit the content of ITER communication materials.
<b>Main duties / Responsibilities</b>	-Researches, produces, and edits as needed ITER stories, interviews, and informational material: content for the weekly ITER Newsline, ITER's public websites, brochures, ITER magazine, video scripts, and other publications; -Works as a press officer: produces press releases, supports the development of feature articles for media, answers media requests, organizes site visits for journalists, and monitors press on ITER-related topics; -Develops and maintains good relations with key local, national, and international journalists; -Produces speeches, presentations, articles and answers to submitted questions for the Director-General and other ITER speakers; -Maintains a standard presentation for routine use by ITER speakers; -Makes public presentations on the ITER project as needed; -Assists with the organization and conduct of site tours as needed; -Produces educational materials for targeted audiences on fusion and the ITER project; -Participates in public events (fairs, conferences, Open Doors Days, etc.); -Proposes strategic and creative approaches to the communication of ITER activities for consideration by the Head of Communication; -Works collaboratively with the other members of the COM team; -May be required to work outside normal working hours, including nights, weekends and public holidays; -Performs other duties in support of the project schedule; -May be requested to be part of any of the project/construction teams and to perform other duties; -Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.  -Reports to the Head of Communication; -Interfaces with COM staff and contractors; with other members of the Cabinet (CAB); with visitors; and with members of the Domestic Agencies, contractors and suppliers;
<b>Measures of effectiveness</b>	-In response to requests from the Director-General / Head of Cabinet (CAB), or proactively, informs the DG / Head of CAB 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.  -Maintains regular high-quality output for Newsline and other communication material; -Meets deadlines for the production of information material; -Explains clearly the characteristics of fusion and the ITER Project to diverse audiences; -Maintains excellent relations and a strong collaborative working style with fellow COM members and across the ITER Project.
	Project Construction Phase
<b>Level of study</b>	Master or equivalent degree
<b>Diploma</b>	Field of science, communication or arts
<b>Level of experience</b>	At least 8 years

<b>Technical experience/knowledge</b>	<ul style="list-style-type: none"><li>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.</li><li>-At least 8 years of outstanding professional experience as a journalist or in a similar communication role;</li><li>-Previous experience in a large multi-disciplinary international project is an advantage.</li></ul> <ul style="list-style-type: none"><li>-Ability to present complex technical/scientific material in a simple way;</li><li>-Ability to produce high-quality photography and videography is an advantage;</li><li>-Graphic design and publication layout skills are an advantage.</li></ul>
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
<b>Specific skills</b>	MS Office standard (Word, Excel, PowerPoint, Outlook)
<b>General skills</b>	<ul style="list-style-type: none"><li>-High level of autonomy and excellent organizational skills, with the ability to set priorities and work to assigned deadlines;</li></ul> <ul style="list-style-type: none"><li>-In English a high level proficiency is expected (e.g., C2 in the European system of language or equivalent in other systems);</li><li>-Working knowledge in French (written and spoken) is an advantage;</li><li>-Working knowledge of other ITER languages is an advantage.</li></ul>
<b>Others</b>	Good knowledge of Adobe Acrobat
<b>Languages</b>	English (Fluent)

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