

ITER 국제기구 공모 직위 직무기술서 (제207차)

○ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	사무총장비서실 (CAB)	Cabinet of the Director-General Communication	Internal & Stakeholder Relations Manager	CAB-018	P5

IO1858 Internal & Stakeholder Relations Manager - CAB-018

General information

Job category	Standard
Status	Published
Department	CAB / Cabinet of the Director-General
Division	CAB / Communication

Job description

Main job	Communication - Generalist
Title of the position	Internal & Stakeholder Relations Manager - CAB-018
Job family	Expert Officer
Grade	P5
Direct employment	Not required
Purpose	<p>As an expert in the field, to elevate the quality of internal communication practices at ITER to promote a healthy work environment and a positive staff self-image, rooted in a project culture, with a strong sense of pride, commitment, camaraderie, and belief in the ITER mission and vision.</p> <p>Similarly, to elevate the quality of stakeholder communication and ITER corporate communication to ensure strong working relationships with ITER partners, including domestic agencies, the ITER Council, industrial suppliers, laboratories, universities, scientific conferences, professional associations, thought leaders, and governmental decision-makers in ITER Member countries.</p> <p>In particular, acting with a high degree of independence under the supervision of the Head of Communication (COM): to develop and implement the policies and strategies needed for effective internal and stakeholder communication; and to promote the ITER core values (operational excellence, commitment, trust, teamwork, multiculturalism) as an embedded part of ITER culture project-wide.</p> <p>Serves as deputy to the Head of COM in managing the COM team.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">-Working closely with the Head of COM, develops and implements the policies and strategies needed to promote effective internal, stakeholder and corporate communication within cost constraints, including preparation and management of associated budget and planning elements;-Leads and manages internal and stakeholder communication programs that are fit for the purpose, working with the Director-General (DG), Human Resources Department, and Staff Committee to promote a consultative two-way dialogue with staff, and to promote ITER core values (operational excellence, commitment, trust, teamwork, multiculturalism) as an embedded part of ITER culture project-wide;-Promotes the recognition of ITER's multicultural make-up as a model of international cooperation, identifying and implementing best practices to facilitate inter-cultural understanding;-Leads and manages the promotion of a healthy work environment, including through staff events, external speakers, a visually stimulating workplace environment, and team-building programs;-Transfers knowledge and propagates best communication practices at all levels, interacting directly with ITER managers, staff, contractors, and immediate partners to promote transparency, ownership, and the effective flow of technical information (top-down, bottom-up, and transversal);-Working with the DG and Head of COM, coordinates with high-level stakeholders in ITER Member countries (ministry officials, parliamentary committees, persons of influence) as well as with direct counterparts in the Domestic Agencies, to ensure they have the information to make informed decisions in support of ITER project progress;-Measures effectiveness of all internal and stakeholder communication channels, reporting regularly on Key Performance Indicators (KPI) and making recommendations for change as needed;-Supports the COM team as needed in general communication activities, including the preparation of written content, press relations, site visits, exhibits, and other duties as assigned;-Serves as deputy to the Head of COM in managing the COM team;

Measures of effectiveness	<ul style="list-style-type: none"> -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; -May be required to work outside normal working hours (nights, weekends, and public holidays). -Reports to the Head of COM; -Interfaces with internal and external stakeholders; -In response to requests from the Director-General and/or Head of Cabinet, 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 achievement of the Project's objectives. -Develops and maintains internal and stakeholder communication strategies within the constraints of cost and schedule; -Ensures a high quality of internal, stakeholder, and corporate communication practices aimed at promoting a healthy work environment and strong working relationships with all ITER partners; -Reports regularly on Key Performance Indicators measuring the effectiveness of efforts to embed the ITER core values as part of the ITER culture project-wide; -Works effectively with ITER managers, staff, contractors, and immediate partners to promote transparency, ownership, multiculturalism, and the effective flow of technical information; -Ensures compliance with internal control processes, project/team efficiency and integrity of activities in his or her domain. Ensures quality, accuracy and timeliness of service, guidelines and information provided in the deliverables.
	<p>Project Construction Phase SAP ID : 50000019</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Communication, public relations, HR or other
Level of experience	At least 15 years
Technical experience/knowledge	<ul style="list-style-type: none"> -Extensive experience in positions involving similar work responsibilities and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree. -At least 15 years of experience, including managerial experience, focused on internal and stakeholder communication in a fast-paced complex private/public international environment, is required; -Experience in developing internal communication strategies for engaging employees in the vision and values of an organization; -Experience in leading and managing communication change programs; -Experience in managing other communication aspects (e.g., PR, crisis communication) in multiple sectors is an advantage; experience and/or certification as a mediator is an advantage; -Experience working abroad (outside country of origin) is an advantage; -Experience in project management and team and/or project coordination.
	<ul style="list-style-type: none"> -At least 15 years of experience, including managerial experience, focused on internal and stakeholder communication in a fast-paced complex private/public international environment, is required; -Experience in developing internal communication strategies for engaging employees in the vision and values of an organization; -Experience in leading and managing communication change programs; -Experience in managing other communication aspects (e.g., PR, crisis communication) in multiple sectors is an advantage; experience and/or certification as a mediator is an advantage; -Experience working abroad (outside country of origin) is an advantage; -Experience in project management and team and/or project coordination.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<ul style="list-style-type: none"> -Effectiveness in interpersonal communication, including in a multi-cultural environment; -Results oriented with the ability to work under pressure and with tough deadlines; -Strong planning and organizational skills;
Languages	English (Fluent)
Specific skills	MS Office professional (Access, Project, Publisher, Visio), MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"> -French language capability is desirable; -Working knowledge of other ITER languages is an advantage. -Knowledge of modern IT communication platforms.