

IO1183 Assistant Editor ODG-018

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	Assistant Editor ODG-018
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To edit content (English/French) of the major ITER communication tools like ITER Newslane, ITER websites, annual report, brochures, leaflets or frequently asked questions under the guidance of the Head of Communication.</p> <p>To produce information material on ITER and support communication activities, handle media requests, organize events including site visits, carry out public presentations of the ITER project. To provide administrative support to Communication team.</p> <p>Implements outreach activities, including the possibility of sponsoring some communication activities;</p> <p>Proofreads and edits Communication products (weekly ITER Newslane, brochures etc) to ensure the quality and correctness of the English;</p> <p>Writes articles, on-site reports, interviews, profiles of ITER staff, and science stories for Newslane (approximately 40/year);</p> <p>Produces text for the English version of the ITER website;</p> <p>Maintains and regularly updates the content of the website in English and in French as the project evolves;</p> <p>Researches new features (i.e. links to worldwide fusion associations / information on ITER R&D worldwide);</p> <p>Drafts the ITER Annual Report, and other project reports as required, under guidance of the Head of Communication;</p> <p>Develops articles on ITER for outside publications and websites when solicited;</p> <p>Records voice-overs in English for ITER videos;</p> <p>Provides English editing services and translation services (French-English, English-French) to the Office of the Director-General;</p> <p>Prepares elements of answers for the IO Spokesperson for media requests;</p> <p>Participates in the organization of public events (fairs, conferences, open-house days, etc);</p> <p>Works collaboratively with the other members of Communication on communication materials;</p> <p>Provides administrative support to Communication team;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Meet the deadline for the production of high-quality information material (e.g. Newslane, videos, brochures etc);</p> <p>Draft IO Annual Reports according to the Quality Assurance standards of the communication team;</p> <p>Provide efficient support for administrative activities and organization of events;</p> <p>Contribute to raise public awareness about fusion (advantages, drawbacks and uncertainties).</p>
Main duties / Responsibilities	
Measures of effectiveness	<p>Reports to the Head of Communication.</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</p>

and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.

SAP ID: 50000020

Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Science, Arts or other relevant discipline
Level of experience	At least 5 years
Technical experience	Similar professional experience is required; Excellent writing skills, excellent grasp of the English language, both in writing and in speech; Experience with writing technical / scientific material, ability to explain complex technical material in a simple way.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Fluent in French (written)
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)