

ITER 국제기구 공모 직위 직무기술서 (제221차)

○ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	사무총장실 (CAB)	Cabinet of the Director General Communication	External Relations Officer	CAB-026	P2

IO1903 External Relations Officer - CAB-026

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	External Relations Officer - CAB-026
Job family	Functional Officer - 2
Grade	P2
Direct employment	Not required
Purpose	<p>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).</p> <p>To manage the ITER Visitor Centre and the visits program, including the planned transition to an upgraded Visitor Centre location; to support the development of associated new exhibits, materials, and interactive communication and educational tools; to represent ITER at external events and with external stakeholders, emphasizing local outreach; and to support the management of media relations and relationships with key journalists.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">-Manages the ITER visits program, working with counterparts from the ITER Organization, Agence ITER France, Fusion for Energy, the Indian Domestic Agency (DA), the worksite safety regulator, and onsite contractor organizations, as applicable, to develop and execute worksite tours, viewpoints, displays, web pages, and associated procedures adaptively, evolving with the progress of construction and assembly, to give ITER visitors an interactive, safe, and memorable experience that increases understanding of the ITER project and mission;-Develops upgrades to the existing Visitor Centre and manages the planned transition to a new Visitor Centre, including inputs to design, function, and layout in collaboration with communication and logistics, and managing contract deliverables;-Supports design and production of new exhibits, materials, and educational tools, emphasizing interactivity and mobile displays that effectively deliver ITER's messages to diverse audiences;-Represents ITER at external conferences, exhibits, and other events, with an emphasis on local outreach, attending relevant meetings of local and regional government and civic groups, actively working to identify and reach target audiences and stakeholders;-Manages the production of periodic Open Doors Days and other external events; assists with the production of events for staff and the ITER community;-Communicates routinely with stakeholders including DA counterparts, to ensure they have the information needed to support the ITER project and mission;-Supports the expansion of ITER's media presence, identifying and promoting stories to the press, soliciting print and TV coverage of key milestones and events, routinely organizing site visits for journalists, and developing effective relationships with the media;-Assists with outreach activities that can lead to potential sponsoring and donations;-Proposes strategic and creative approaches for communicating ITER activities;-Supports as needed the production of ITER stories, presentations, informational material and other content for Newslines, the public website, brochures, and other publications;-May be required to work outside ITER Organization reference 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;

Measures of effectiveness	<ul style="list-style-type: none"> -Interfaces with IO staff and contractors; with other members of the Cabinet (CAB); with visitors; with journalists; with local government and civic groups; and with the DAs and external stakeholders; -In response to request from the Director-General and /or Cabinet Head, or proactively, informs the DG/Cabinet Head of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize achievement of the Project's objectives.
	<ul style="list-style-type: none"> -Manages a strong, effective ITER visits program, evolving adaptively to worksite changes within the defined cost and schedule; -Effectively manages the Visitor Centre, including associated exhibits, materials, and functionality, setting and executing priorities within budget constraints; -Conducts effective outreach to DA counterparts and targeted external stakeholders; -Maintains excellent relationships with media representatives of key importance to ITER's external profile; -Maintains strong collaborative relationships within the COM team and across the ITER Project. <p>Project Construction Phase</p>

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Field of communication or science
Level of experience	At least 5 years
Technical experience/knowledge	<ul style="list-style-type: none"> -Strong experience in jobs with similar responsibilities and/or additional training certificates may be considered a reasonable substitute for the required educational degree.
	<ul style="list-style-type: none"> -At least 5 years of professional experience as a communication professional is required; -Experience in promoting high visibility of shared contributions to project success; -Experience in articulating technical messages in a way that is broadly understandable; -Experience in adjusting communication content and style to deliver messages; -Experience managing public and stakeholder events.
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <ul style="list-style-type: none"> -Excellent interpersonal and verbal communication skills, including in a multicultural context; -Excellent written communication skills;
General skills	<ul style="list-style-type: none"> -Strong graphic design skills and/or exhibit design skills are an advantage.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"> -Strong working knowledge in French (written and spoken);
	<ul style="list-style-type: none"> -Working knowledge of other ITER languages is an advantage; -Good office program skills required (Word, Excel, PowerPoint etc);