



## JOB DESCRIPTION

### Communications Department

Function : Media Monitoring Coordinator

Status : Staff

Activity level : 100%

#### Mission

##### ► Produces a press review

*Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.*

*In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.*

Maximum duration contract one year

#### Main responsibilities

- Produces an Olympic Movement Press Review, selecting, analysing and summarising on a daily basis worldwide media coverage of the Movement for the needs of the various IOC departments.
- Gives the information provided by the media precisely to the IOC's managers to allow them to take into consideration the media point of view in their decision-making and when defining their strategies.
- Follows international news and ensures the daily Press Review is produced.
- Analyses the daily Review and takes turns with colleagues to produce a written summary in French or English.
- Provides oral press summaries to the Chief of Staff, Communications Director and all internal clients (departments) and provides quality control of the information conveyed.
- Conducts searches for press articles when specifically requested to do so, in the specialised databases and/or on the internet.
- Implements media monitoring on particular subjects at the request of internal clients.
- Produces press summaries on specific themes and conducts analyses of the themed press (in French and English).
- Administers and maintains the Press Review IT platform.

#### Training and language and IT skills

- University education or equivalent.
- Languages: mother tongue **German or English**, perfect command of the **other language** as well as French, some knowledge of other languages desired, such as Spanish, Arabic, Russian, Portuguese or Italian.
- Excellent knowledge of office IT automation (Word, Excel and PowerPoint), and familiarity with using IT. Good command of information searches on the internet.
- One or two years' experience in the communications sector – media monitoring would be an asset.
- Excellent writing and précis skills.
- Ability to work independently and in a **team**.



- Ability to set priorities and to deal with the unexpected; and flexibility.
- Excellent sense of planning and organisational skills.
- Proactivity, improves processes.
- Excellent communication skills; appreciates working in a multicultural environment.
- International experience.
- Speed and accuracy in carrying out tasks.

### **Technical, organisational and personal competences**

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- Ability to think autonomously and act on your own initiative.
- Quick learning skills and keen sense of service; ability to deal with complex issues in an organised way and quickly grasp concepts.
- Attention to detail.
- Excellent sense of planning and organisation.
- Ability to remain efficient in a changing environment, and to adapt positively to new tasks, responsibilities and people.
- Ability to formulate ideas and facts concisely and precisely in writing with the aim of being understood by all types of person.
- Ability to interact with attention, efficiency and professionalism with all types of person; to create a climate of trust; and to perceive the needs and expectations of one's interlocutors.
- Ability to adhere to the organisation's conduct and ethical principles, apply them and act accordingly.
- Excellent command of the corporate tools and monitoring of internal usage rules (Livelink, Outlook, etc.).

### **Behaviour and attitude**

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- Respect for the Olympic values and internal rules of conduct, and all the instructions and procedures in place (information security, Code of Ethics, etc.).
- Collaboration and transfer of knowledge.
- Positive attitude, open-mindedness.
- Diplomacy and flexibility.
- Ability to maintain a high level of professional performance in a highly tense situation.
- Attention to detail and discretion combined with solid professional ethics.
- Enthusiasm, good ability to adapt, reactive and efficient.