

TITLE: Head of Human resources Division Administration Department /Human Resources		ADM09
REPORTS TO LINE MANAGER: DDG Administration		
DIRECTLY EMPLOYMENT: REQUIRED		GRADE RANGE: D1
DATE WRITTEN: October 2006	DATE REVISED:	DATE REVISED:

**Purpose:**

Responsible for managing the Human Resources of the ITER Organisation

**Major Duties/Responsibilities:**

- Provide advices and support to managers and staff on Human Resources related matters
- Lead the Human Resources team, plan and allocate work assignments. Coach, mentor and evaluate staff
- Develop and recommend strategy on Human Resources action plan for the ITER Organisation for short and long term period
- Define policy for recruitment of staff,
- Develop methodology and procedures on staff selection and job classifications
- Develop and recommend strategy on training programmes for the staff of the ITER Organisation
- Serve as ex-officio in appointment and promotion bodies, examination boards and prepare for presenting cases to these bodies
- Develop and manage pension system
- Conduct and coordinate salary and pension surveys assessing the labour market and in the field and establish salaries and related allowances of locally recruited staff
- Oversee the engagement/ hiring of services of consultants and individual contractors
- Provide advice on staff development and career
- Implement policies and procedures, recommend changes as required
- Prepare the annual report on staff
- Cooperate and manage the staff committee

**Qualifications Required:**

- Education: Advanced University degree preferably in public or business administration, human resources management or related area such as education and social science. A relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.
- Work experience: At least 10 years of progressively responsible experience in human resources management or related area in international or national level.
- Ability to work in a multi-cultural environment
- Excellent communication and negotiation skills
- Languages: Fluency in oral and written English is essential; knowledge of French language an advantage

**Work Direction and Interfaces:**

Report to the DDG Administration. Interfaces with all other Divisions of the ITER Organisation

**Authority/Approval Levels:**

Has authority and approval level as defined by the DDG Administration

**Measures of Effectiveness:**

Successfully contributes to the organisation of Human Resources Division