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## JOB DETAIL

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Ref. IO1089 - 6/27/2010

**Human Resources Responsible Officer ADM010**

<b>Main job</b>	Human Resources
<b>Departments</b>	ADM/Department for Administration
<b>Divisions</b>	ADM / Human Resources Division
<b>Job Family</b>	Project support
<b>Application Deadline</b>	8/1/2010
<b>Grade</b>	P4
<b>Direct employment</b>	Required
<b>Supervised by:</b>	Division Head
<b>Purpose</b>	To support the Human Resources (HR) Division Head to deliver strategic initiatives by designing, developing and implementing best practices, HR solutions that meet current and future business needs including performance management & change, and the design & execution of appropriate HR policies and procedures. Represents or acts for the Human Resources Division Head when needed.
<b>Main duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drives forward the initiative to provide a customer-based HR service to the business;</li> <li>• Manages and develops operational HR support effectively;</li> <li>• Develops a collaborative relationship with line management;</li> <li>• Provides labor law legal advice to the Iter Organization;</li> <li>• Develops a cooperative relationship with staff representatives;</li> <li>• Proactively develops and implements strategic initiatives;</li> <li>• Develops HR policies and procedures, and ensures continuous the improvement of HR processes;</li> <li>• Resolves, negotiates and drives change issues in a fast-paced work environment;</li> <li>• Manages HR projects;</li> <li>• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li> </ul>
<b>Measures of effectiveness</b>	<ul style="list-style-type: none"> <li>• Successfully contributes to the changes implemented within HR Division (processes, structure, policies, etc.);</li> <li>• Successfully contributes to the development of projects for the Human Resources Division;</li> <li>• Successfully develops relationships with the Line Management and the Staff Representatives.</li> </ul>
<b>Level of study</b>	Master or equivalent degree
<b>Level of experience</b>	At least 10 years
<b>Technical experience</b>	<ul style="list-style-type: none"> <li>- At least 10 years' experience in Human Resources Management or other related area at an international level;</li> <li>- Very good understanding and practice of international civil service law</li> <li>- Main achievements at a senior level in a scientific and complex organization would be an advantage.</li> </ul>
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to communicate effectively Positive outlook Ability to effectively multi-task Ability to hold and respect deadlines
<b>Specific skills</b>	<ul style="list-style-type: none"> <li>- Ability to be a team player and to show strong leadership qualities;</li> <li>- Flexibility, positive 'can-do' attitude, conscientious and resilient;</li> <li>- Ability to be resourceful;</li> <li>- Passion for HR and for its strategic value within an organization;</li> <li>- Excellent communication and interpersonal skills, achieving strong working relationships and high levels of</li> </ul>

personal credibility and integrity;  
- Good command of the Microsoft Office package.

**Languages** English (Fluent)  
French (Working)

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