

Human Resources Generalist Officer

ADM-011

Reports to Line Manager:	Head of the Human Resources Division, Administration Department	Job Code:	ADM-011
Direct Employment:	Not Required	Grade:	P3

Purpose

To assist in the development of Human Resources (HR) policies and procedures.

To contribute to the recruitment process and to the HR accompanying measures of the ITER Staff throughout his/her contract.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Assists in the development of policies and procedures to enable:
 - management and development of effective & operational HR support;
 - implementation of HR functions, policies and procedures that are well adapted to business needs;
 - regular staff monitoring;
 - production of general reports and statistical information.
- Participates in the recruitment process:
 - works on the job descriptions and recruitment profiles;
 - contributes to the pre-screening of candidates;
 - participates in the hiring & contract phase.
- Contributes to ITER staff career development management: induction, appraisals, promotion, internal mobility, contract follow-up, etc.;
- Carries-out HR studies and projects;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- Education:**
 - Degree at least equivalent to 5-6 years of study after the High School Diploma, in the Human Resources field or other relevant discipline.
- Technical experience:**
 - At least 5 years' experience working in an HR Department at an international level;
 - Experience establishing or streamlining HR administrative processes for efficient and optimal work flow;
 - Experience working in the scientific field and complex organization would be an advantage.

- ***Project experience:***
 - Basic Project Management experience would be an advantage.
- ***Social skills:***
 - Autonomy;
 - Ability to maintain confidentiality;
 - Good organizational skills;
 - Excellent communication skills at all levels;
 - High level of literacy;
 - Ability to manage projects with limited supervision in order to meet deadlines;
 - Detail oriented with a complete focus on quality results, proactive time/project/resource management, and on-time deliverables;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken).
- ***Computer and IT skills:***
 - Good command of the Microsoft Office package.

Direct Supervisor and Interfaces

- Reports to the Human Resources Division Head, within the Administration Department;
- Interacts with and supports all ITER Departments on a regular basis.

Authority / Approval Levels

This position has authority and approval levels as defined by the Head of Human Resources Division

Measures of Effectiveness

- Effectively assists to develop HR policies and procedures;
- Successfully contributes to the recruitment process and to the HR accompanying measures of the ITER Staff throughout his/her contract.