

TITLE: Payroll and missions administrator / Human Resources Division		ADM013
Administration Department /Human Resources		
REPORTS TO LINE MANAGER: Head of Human Resources Division		
DIRECTLY EMPLOYMENT: REQUIRED		GRADE RANGE: P3 – P4
DATE WRITTEN: October 2006	DATE REVISED:	DATE REVISED:

Purpose:

Responsible for managing the payroll and the missions of the ITER Organisation, within the Human Resources Division

Major Duties/Responsibilities:

- manage all payroll activities for all staff members in accordance with the Staff regulations in force in the ITER Organisation
- Develop procedures on management of personnel data for staff, in particular data relating to specific allowances
- prepare for the monthly payments of salaries and advance payments if required
- manage the payment of secondment allowance for seconded staff
- 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
- Develop procedure for travel on official duty for staff members in accordance with the Staff Regulations of the Organisation
- Develop methodology for the application and calculation of daily allowances for travel made on official duty, make proposals on revision of subsistence allowance, if necessary
- Develop procedure on annual leave for staff members
- Manage and cooperate to staff committee matters

Qualifications Required:

- Education: Advanced University degree preferably in public or business administration, accounting, 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 3 years of progressively responsible experience in human resources management, payroll and mission trip management or related area in international or national level.
- Languages: Fluency in oral and written English is essential; knowledge of French language an advantage.
- Ability to work in a multi-cultural environment

Work Direction and Interfaces:

Report to the Head of Human Resources Division. Interfaces with all other Department and Divisions.

Authority/Approval Levels:

Has authority and approval level as defined by the management for his/her scope of work

Measures of Effectiveness:

- Successfully contributes to the execution of the payroll and missions applications
- Successfully contributes to the execution of the duties and responsibilities of the Human Resources Section