

<b>TITLE:</b> <b>ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATION DDG &amp; ADDG</b>		<b>ADM-018</b>
<b>REPORTS TO LINE MANAGER:</b> Administration Deputy Director General (DDG) and Administration Assistant Deputy Director General (ADDG)		
<b>DIRECT EMPLOYMENT:</b>	<b>GRADE RANGE: G2/G3</b>	
<b>DATE WRITTEN:</b> <b>DECEMBER, 2007</b>	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purposes:**

- To provide administrative, secretarial, and clerical support to the ITER Administration DDG & ADDG and department staff, in connection with an other administrative assistant.

**Major Duties/Responsibilities:**

- Assists the Administration DDG & ADDG with all administrative matters related to the department
- Assists the Administration DDG & ADDG by maintaining and monitoring appointments, meetings, and commitments related to the department
- Provides general administrative, secretarial, and clerical support to the ITER Administration DDG & ADDG and department staff
- Provides administrative support for missions
- Provides entrance passes for all international visitors
- He/She is expected to be able to work towards predefined goals with a high level of autonomy
- Contributes to the preparation of presentations, memos, documents as required within the department
- Prepares minutes for meetings
- Collects data and coordinates with AIF Welcome office (French Iter Agency).

**Qualifications and Experience:**

- Diploma or certificates in Secretary / Administration Assistance or equivalent experience
- A minimum of 3 years experience in a similar position in a large multi-disciplinary project performed in an international environment
- Demonstrated ability to produce high quality results
- Strong interpersonal skills to work effectively in an international environment
- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines
- High level of reliability, discretion, and confidentiality in handling department documents
- Good communication skills and capability to work towards department goals with a high level of autonomy
- Previous experience in research area and/ or engineering projects would be an advantage
- Excellent active and passive knowledge of written and spoken English

**Work Direction and Interfaces:**

- Reports to the ITER Administration DDG & ADDG
- Interacts on a daily basis with members of the ITER Administration Department as well as external organizations.

**Authority/Approval Levels:**

- Has authority and approval levels generally defined by the Administration DDG & ADDG for his/her scope of work.

**Measures of Effectiveness:**

- Provides efficient and high quality service to the ITER Administration DDG & ADDG and division members
- Establish a good collaboration attitude with all members of the Administration department.