

<b>TITLE:</b> SECRETARY TO THE DDG & ADDG FOR ADMINISTRATION		ADM-019
<b>REPORTS TO LINE MANAGER:</b> Deputy Director General (DDG) and Assistant Deputy Director General (ADDG) for Administration		
<b>DIRECT EMPLOYMENT:</b> REQUIRED	<b>GRADE:</b> G2	
<b>DATE WRITTEN:</b> FEBRUARY 2007	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

### **Purposes:**

- To provide administrative, secretarial, and clerical support to the DDG & ADDG for Administration and the Department's staff.

### **Major Duties/Responsibilities:**

- Assists the DDG & ADDG for Administration with all administrative matters related to the Department;
- Assists the DDG & ADDG for Administration by maintaining and monitoring appointments, meetings, and commitments related to the Department;
- Provides general administrative, secretarial, and clerical support to the DDG & ADDG for Administration and Department's 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 DDG & ADDG for Administration.
- Interacts on a daily basis with members of the Department for Administration as well as external organizations.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

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