

TITLE: HUMAN RESOURCES ADMINISTRATOR		ADM-020
REPORTS TO LINE MANAGER: HEAD OF HUMAN RESOURCES DIVISION		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3-P4
DATE WRITTEN: MARCH 2007	DATE REVISED:	DATE REVISED:

Purpose:

The Human Resources Administrator shall implement responsibilities related to management of staff leave, recruitment, benefits, compensation, policies and various procedures.

Major Duties/Responsibilities:

- Recruiting and Staffing - Coordinate efforts in the recruiting process including job descriptions, offer of employment letters, search files, and creating and maintaining personnel files for all positions.
- Policies and Procedures - Answer general employee inquiries; communicates to employees regarding HR policies, procedures and related practices, involving the HR Division as necessary.
- Additional responsibilities as assigned, such as assisting with the administration of annual performance reports, salary review programme and other special projects as needed.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications Required:

- Advanced University degree preferably in public or business administration, 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.
- 5 to 10 years of progressively responsible experience in human resources management or related area in international or national level.
- Ability to work in a multi-cultural environment.

- Excellent communication and negotiation skills.
- Fluency in oral and written English is essential; knowledge of French language is an advantage.

Work Direction and Interfaces:

- Reports to Head of Human Resources Division.
- Interfaces with all other Divisions and Departments of the ITER Organization.

Authority/Approval Levels:

Has authority and approval level as defined by the Deputy Director General (DDG) of Administration.

Measures of Effectiveness:

Successfully contributes to the organization of Human Resources Division.