TITLE: **HUMAN RESOURCES ADMINISTRATOR**	**ADM-021**	
REPORTS TO LINE MANAGER: **HEAD OF HUMAN RESOURCES DIVISION**		
DIRECTLY 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 ERP system including recruitment, staff leave, benefits, compensation, appraisal of staff and staff records.

Major Duties/Responsibilities:

- Coordinate, develop and manage ERP/IT system related to human resources.

- Create and maintain all HR related records, including staff personnel files, staff leave, benefits and appraisal of staff.

- Produce HR reports to verify the accuracy of HR data.

- 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, social science or computer 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 areas at the 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 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