

<b>TITLE: Administrative Assistant for Human Resources</b>		<b>ADM-026</b>
<b>REPORTS TO LINE MANAGER: Head of the Human Resources Division; Administration Department</b>		
<b>GRADE RANGE: G2-G3</b>		
<b>Date Written: March, 2007</b>	<b>Date Revised: August, 2007</b>	<b>Date Revised:</b>

**Purposes:**

- To provide administrative, staffing, and clerical support to Senior Administrator for Staff Management, Appraisal, Recruitment / the Head of Human Resources Division

**Major Duties/Responsibilities:**

- Assist in updating all staff lists
- Collect and gathers all applicants documents and make synthesis (tables)
- Contribute to the preparation of presentations, memos, documents as required by the Head of Human Resources Division or Senior Administrators
- Provide general administrative, secretarial, and clerical support to the Head of Human Resources Division and Senior administrators
- Prepare and improves employment contracts
- Provide administrative support for missions expenses (in relation with the Financial Department)
- Work in a multinational interdisciplinary project team and responsibility for maintaining the high quality standards of the design processes conducted by the ITER Team. He/She is expected to be able to work towards predefined goals with a high level of autonomy.

**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.
- Good knowledge of written and spoken English.

**Work Direction and Interfaces:**

- Report to the Head of Human Resources Division and Senior Administrators
- Interact on a daily basis with members of the ITER Administration as well as external organizations.

**Authority/Approval Levels:**

- Has authority and approval levels generally defined by the Head of Human Resources Division /Administration ADDG for his/her scope of work.

**Measures of Effectiveness:**

- Provide efficient and high quality service to the ITER Administration ADDG, Head of Human Resources Division and Senior Administrators
- Establish a good collaboration attitude with all members of the Administration department.