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

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.