

TITLE: Administrative Assistant for Human Resources		ADM-028
REPORTS TO LINE MANAGER: Head of the Human Resources Division; Administration Department		
GRADE RANGE: G2-G3		
Date Written: March, 2007	Date Revised: July, 2007	Date Revised:

Purposes:

- To provide administrative, secretarial, and clerical support to the Head of Human Resources Division / Payroll and Mission Administrator.

Major Duties/Responsibilities:

- Provide administrative support for missions expenses (in relation with the Financial Department)
- Assist the Payroll and Mission Administrator for the development of procedure for travel on official duty for staff members.
- Assist the payroll and mission administrator for the application and the calculation of daily allowances for travels made on official duty.
- 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.

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.
- Interact on a daily basis with members of the ITER Department for Administration as well as external organizations.

Authority/Approval Levels:

- Has authority and approval levels generally defined by Head of the Human Resources Division.

Measures of Effectiveness:

- Provide efficient and high quality service to the Head of the Human Resources Division.
- Establish a good collaboration attitude with all members of the Department for Administration.