

TITLE: ADMINISTRATIVE ASSISTANT FOR HR		ADM-029
REPORTS TO LINE MANAGER: HEAD OF THE HUMAN RESOURCES DIVISION, DEPARTMENT FOR ADMINISTRATION		
DIRECT EMPLOYMENT:	GRADE RANGE: G3-G4	
DATE WRITTEN: JULY, 2007	DATE REVISED: NOVEMBER 2007	DATE REVISED:

Purposes:

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

Major Duties/Responsibilities:

- Assists the Senior Administrator with all administrative matters related to the Human Resources Division,
- Helps in writing and updating databases,
- Helps in drafting and updating the existing procedures, and verifies their application,
- Helps in writing and updating internal rules following the requirements of ITER organization,
- Works 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,
- Maintain a strong commitment to the implementation and perpetration of ITER value and ethics.

Qualifications and Experience:

- Diploma or certificates in Secretary / Administration Assistance or equivalent experience
- A minimum of 5 years experience in a similar position in a multi-disciplinary project performed in an international environment.
- Demonstrated ability to produce high quality results, using Office Group Ware Including Word, Access, Excel and Powerpoint,
- 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.
- Good knowledge of written and spoken English.

Work Direction and Interfaces:

- Reports to the Head of HR Division and Senior Administrator
- Interacts 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 HR Division and Senior Administrator for his/her scope of work.

Measures of Effectiveness:

- Provides efficient and high quality service to the HR Division and Senior Administrators
- Establish a good collaboration attitude with all members of the HR Division.