

<b>TITLE:</b> Responsible Officer for recruitment and training plans		ADM-045
<b>REPORTS TO LINE MANAGER:</b> Head of the Human Resources Division, Department of Administration		
<b>DIRECT EMPLOYMENT:</b> Required		<b>GRADE RANGE :</b> P3 – P4
<b>DATE WRITTEN:</b> May 2008	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

Responsible for the recruitment and training plans within the Human Resources Division of ITER Organization.

**Major Duties/Responsibilities:**

**The person in charge of recruitment participates in the definition of the policy and makes sure of its good implementation**

**Recruitment:**

- Coordinates and manages the activities of the team in charge of recruitment in the Human Resources Division (5 persons);
- Participates in the elaboration of job plans, and advises the line managers in this domain;
- Advises and helps the line managers to express their needs and establish adequate definitions of opened positions (definition of the requested profile, consistency with the missions inherent to the position, the experience, the salary,...);
- Proposes and leads in collaboration with the Communication Office, the line management and the Domestic Agencies, recruitment communication plans consistent with requested candidates and ITER Organization strategy.
- Ensures the global consistency of recruitment levels offered to the selected candidates;
- Ensures good management of spontaneous applications
- Proposes any optimization of the process of existing recruitment, and will specifically implement applicants' management tools (candidates' database, automation of answers to applicants ...);

**Training:**

- Contributes to preserve and develop professional skills within ITER Organization, by identifying needs and designing an annual training plan consistent with its strategic orientations;
- With the support staff in charge of the implementation of the plan, contacts expert training companies and negotiates the best contracts with the Procurement and Contract Division ;
- Proposes the best-adapted training programs while guaranteeing optimization of ITER Organization training budget;
- Proposes management tools in the domain. (competencies, training programs)
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

**Qualifications Required:**

- Master's Degree in the Human Resources area;
- At least ten years of experience confirmed in posts with responsibilities in the recruitment and training domains;
- A proven experience in a scientific environment;
- An excellent knowledge of engineers' professions;
- Fluent in both spoken and written English and French;
- Ability to work in a multi-cultural environment;
- Excellent sense of service;
- Good sense of autonomy and responsibility;
- High level of organizational skill.

**Work Direction and Interfaces:**

Reports to the Head of the Human Resources Division.

**Authority/Approval Levels:**

Has authority and approval level as defined by the Head of Human Resources Division.

**Measures of Effectiveness:**

Successfully contributes to the execution of the duties and responsibilities of the Human Resources Division in his/her scope