

<b>TITLE:</b> Administrative Assistant for Head of Human Resources Division		<b>ADM-048</b>
<b>REPORTS TO LINE MANAGER:</b> Head of Human Resources Division, Department for Administration		
<b>DIRECT EMPLOYMENT:</b> REQUIRED		<b>GRADE RANGE: G3-G4</b>
<b>DATE WRITTEN:</b> July, 2008	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

To provide administrative and clerical support to the Head of Human Resources (HR) Division.

**Main Responsibilities:**

- To provide professional administrative support to the HR Division Head as follows;
  - Manages Head of Division's diary.
  - Arranges meetings.
  - Organizes missions.
  - Contributes to the preparation of presentations, documents and papers.
  - Coordinates document management ie filing and archiving.
  - Supports the implementation of the Division's QA procedures and processes.
  - Coordinates the HR information published and diffused.
  - Provides assistance to the professional staff of Human Resources team, as required.
  - Monitors and updates the Organization Chart of ITER Organization.
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

**Qualifications and Experience:**

- **Education:** Bachelor Degree, diploma or equivalent.
- **Experience:** Proven experience (5 to 10 years) of providing administrative support to a Human Resources function
- **Language requirements:** Excellent knowledge of written and spoken both English and French.
- Excellent interpersonal skills for dealing with a wide range of internal and external stakeholders along with good organisational and IT skills.
- Excellent communication skills.
- Capability to work with a high level of autonomy and discretion.
- A proactive approach and experience of working in a team environment as an effective team player.
- An ability to work in a multi-cultural international environment should be demonstrated.

**Work Direction and Interfaces:**

- Reports to the Head of Human Resources Division.
- Interacts with the staff members, and all other Departments and Divisions within the Organization.

**Authority / Approval Levels:**

This position has authority and approval levels as defined by the Head of Division for his / her scope of work.

**Measures of Effectiveness:**

- Successfully contributes to the execution of the duties and responsibilities of the Human Resources Division.
- Establishes a good collaboration attitude with all the members of the Division, staff members of ITER Organization and others units.