

Human Resources Support Specialist

ADM-054

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| Reports to Line Manager: | Head of Human Resources Division, Department for Administration | Job Code: | ADM-054 |
| Direct Employment: | Required | Grade: | G4 |

Purpose

To assist in the management of the recruitment process and contribute to surveys, reports and projects within the Human Resources (HR) Division of the ITER Organization.

Major Duties/Responsibilities

- Contributes to the entire process to recruit ITER staff members (at the beginning of the procedure: drafting, proofreading and updating the job descriptions in collaboration with the Organization's Departments and Offices involved in the process; at the end: formalizes directly employed contracts and prepares a welcome seminar);
- Establishes surveys and makes proposals to develop HR communication;
- Develops, updates and revises the HR procedures, surveys or reports, as needed;
- Participates in the development and implementation of HR projects, as needed;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 5 years of study after the High School Diploma (e.g. Master's Degree), in Human Resources Management or other related field, such as Social Sciences.
- **Technical experience:**
 - A first successful experience (approximately 8 years) in Human Resources Management or other related area at an international level.
- **Social Skills:**
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to be a team player.
- **Languages:**
 - Fluency in oral and written English.
- **Computer and IT skills:**
 - Good command of the Microsoft Office package.

Direct Supervisor and Interfaces

- Reports to the Head of the Human Resources Division under the supervision of the Responsible Officer for Recruitment and training Plan;
- Collaborates with the HR recruitment team and interfaces with all other Divisions/Offices.

Authority / Approval Levels

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

Measures of Effectiveness

- Successfully contributes to the Organization's recruitment process;
- Successfully contributes to the development of reports, surveys and projects for the Human Resources Division.