

TITLE: SECRETARY TO THE HEAD OF CIVIL CONSTRUCTION AND SITE SUPPORT OFFICE (CCS)		CCS-009
REPORTS TO LINE MANAGER: Head of Civil Construction and Site Support Office		
DIRECT EMPLOYMENT: REQUIRED	GRADE: G2	
DATE WRITTEN: FEBRUARY 2007	DATE REVISED: APRIL 2007	DATE REVISED:

Purposes:

- To provide administrative, secretarial, and clerical support to the Head of Civil Construction and Site Support Office and the Office's staff.

Major Duties/Responsibilities:

- Performing, under the direction of the CCS Head:
 Contributing to CCS meetings and activities, including: setting up and preparing necessary logistical support and facilities for Design Reviews; remote participation; security clearance; access privileges; meeting rooms; minutes; documentation control;
 Managing schedules and meetings;
 Assisting in the monitoring of CCS resources, including the staff; work timesheets; department and contractors' budgets
 Assisting in the preparation and filing of design documents; technical specifications; progress reports; databases; construction documents; presentations; and memoranda;
 Assisting to organize missions of the CCS Members with various administrative and logistics related procedures;
 Performing other duties as required.
- Understanding and implementing relevant ITER project management systems, software, hardware and document data-bases, for the construction phase;
- Work in a multinational interdisciplinary project team contributing to the high quality standards of the ITER Team

Professional Qualifications and Experience:

- Secretarial school Diploma or certificates equivalent such as undergraduate studies in technical disciplines or business administration;
- Excellent ability to perform tasks of different nature, organize and monitor interface activities, implement processes with high level of flexibility to work in a team;
- A minimum of 10 years experience in a similar position in a large multi-disciplinary research and/or engineering projects, operating in an international business environment.
- Demonstrated ability to work towards predefined goals with a high level of initiative, independence, and autonomy;
- Good skills in written and oral communications in English and French, including familiarity with engineering contract documents;
- A high level of computer competence in MS Office and related software.

Work Direction and Interfaces:

- Reports to the Head, Civil Construction and Site Office.

- Interacts regularly with other members of the ITER Project Team, engineering consultants, international partners, external governments and commercial organizations.

Authority/Approval Levels:

- Has authority and approval levels generally defined by the Head, Civil Construction and Site Office for his/her scope of work.

Measures of Effectiveness:

- Provides an efficient and high quality service to the ITER Civil Construction and Site Office and ITER Contributors
- Displays initiative, is self-reliant, and can work effectively under the challenging and changing conditions of a construction project environment.
- Contributes to an effective monitoring of the Construction Site Office activities, resources, and milestone deadlines
- Develops further technical capabilities, flexibility, new software control and team spirit.
- Establish a good collaboration attitude with all involved internal & external organizations.