

TITLE: Secretary, Design Office, Department for Central Engineering and Plant Support		CEP-033
REPORTS TO LINE MANAGER: Design Office Director		
DIRECT EMPLOYMENT: REQUIRED		GRADE/STEP: G2
DATE WRITTEN: DECEMBER 12 TH , 2006	DATE REVISED: MAY 4 TH , 2007	DATE REVISED:

Purposes:

- Responsible for assisting the Design Office Director with administration matters

Major Duties/Responsibilities:

- Performing, under the instructions of the Design Office Director:
 - The administration of the Design Work Orders (DWO) and Design Work Check (DWC): registration, approval process, circulation, maintenance of the monitoring list, etc.
 - Design Integration - Design Office Meetings: preparation, minutes, document registration, etc.
 - Monitoring and administration of the DO resources (staff, budget, library etc.)
 - Preparation of presentations, memos...
 - Design Office related documents and contribution to the circulation of the technical information (design collaboration...)
 - Interface relations between the ITER DO and internal ITER Members / Groups & external organizations
 - Management of privilege accesses & maintenance (IT interfaces)
 - The organization of the missions of the DO Members
 - The organization of work shops, meetings and assistance to the hosting of Visitors
- He/She is helped in their tasks by a high level of understanding and practice of the ITER software and document data-bases

Qualifications and Experience:

- Diploma or certificates in Secretary / Administration Assistance
- A minimum of 3 years experience in a similar position in a large multi-disciplinary project performed in an international environment.
- Demonstrated ability to produce high quality results.
- Skills: Excellent ability to perform tasks of different nature, organize and monitor interface activities, implement processes, acquire quickly good practice in new software; high level of flexibility.
- Previous experience in research area and/ or engineering projects would be an advantage.
- Fluent in spoken and written English. Knowledge of French would be an advantage.

Work Direction and Interfaces:

- Reports to the ITER Design Office Director.
- Interacts on a daily basis with Members of the ITER Team as well as of external organizations

Authority/Approval Levels:

- Has authority and approval levels generally defined by the Design Office Director for his/her scope of work.

Measures of Effectiveness:

- Provides an efficient and high quality service to the ITER Design Office and ITER Contributors

- Contributes to an effective monitoring of the DO resources
- Develops further: technical capabilities, flexibility, new software control and team spirit.
- Establish a good collaboration attitude with all involved internal & external organizations.