

TITLE: SECRETARY TO THE DEPUTY DIRECTOR GENERAL OF THE DEPARTMENT FOR CENTRAL ENGINEERING AND PLANT SUPPORT, CEP DDG		CEP- 034
REPORTS TO LINE MANAGER: CEP DDG		
DIRECT EMPLOYMENT: REQUIRED	GRADE: G2-G3	
DATE WRITTEN: OCTOBER 2007	DATE REVISED:	DATE REVISED:

Purpose: Support the Department head with all the administrative and secretarial help to run the department smoothly. Candidate will also help other staff members of the department with similar help.

Major Duties/Responsibilities:

- Provide general administrative and secretarial assistance to the ITER CEP DDG and department personnel.
- Handling of all personal files of the staff members of the department
- Help in storage of all administrative informations relevant to the Department.
- Arranging of meetings (internal & external), workshop as and when required
- Arrangement of official travels for staff members, taxi for visitors, local accommodations, etc.
- Liaison with other Departments and Director's office for the Department
- Liaison with CEA, Agency ITER France and external parties for official work for the department
- Creation of Database of various requirements
- Welcoming foreign collaborators
- Contribute to the preparation of presentations, documents as required within the department.

Qualifications and Experience:

- Diploma in Personal Assistant (BTS Assistant de direction).
- Technical education in relevant area with working experience for at least 5 years. Proficient in the relevant trade. Earlier experience of ITER relevance is desirable
- Good working knowledge of spoken and written English is essential. An ability to work in an international environment should be demonstrated.
- Good communication skills and co-ordination and capability to work with a high level of autonomy.
- High level of reliability, discretion and confidentiality in handling department documents.

Work Direction and Interfaces:

Reports to the Department head (DDG).

Authority/Approval Levels:

Has authority and approval levels defined by the DDG for his/her scope of work (if required under special circumstances).

Measures of Effectiveness:

Successfully support the department in administrative work / follow up.