

<b>TITLE:</b> Secretary for the CEP Department		CEP-090
<b>REPORTS TO LINE MANAGER:</b> DDG of Department for Central Engineering and Plant Support (CEP)		
<b>DIRECT EMPLOYMENT:</b> REQUIRED		<b>GRADE RANGE:</b> G2-G3
<b>Date Written:</b> July 2008	<b>Date Revised:</b>	<b>Date Revised:</b>

**Purpose:**

To support the three Division Heads of the Department for Central Engineering and Plant Support (CEP) with all the administrative and secretarial tasks to run the division smoothly. The candidate will also provide other staff members of the department with similar help and will be available to support the Department Deputy Director General (DDG) during absences of the DDG's Secretary.

**Major Duties/Responsibilities:**

- Provides general administrative and secretarial assistance to the CEP Division Heads and department personnel.
- Assists the CEP Division Heads in tracking and monitoring budget and resources.
- Helps in the storage of administrative information and technical documents relevant to the CEP Divisions.
- Manages all personal files of the staff members of the CEP Divisions.
- Arranges meetings (internal and external) and workshops as and when required
- Arranges official trips for staff members, taxis for visitors, local accommodation etc.
- Liaises with the Department Head Secretary for the ITER CEP Divisions.
- Liaises with CEA, Agence ITER France and external parties for official work for the CEP Divisions.
- Creates Databases of various requirements
- Welcomes foreign collaborators
- Contributes to the preparation of presentations and documents as required within the CEP Divisions.
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

**Qualifications and Experience:**

- **Education:** Diploma or certificates in Secretarial skills / Office Administration or equivalent
- **Experience:** Work experience of at least 5 years
- Technical education in relevant information-technology tools.
- An ability to work in an international environment should be demonstrated.
- Good communication skills and co-ordination and ability to work with a high level of autonomy.

- High level of reliability, discretion and confidentiality in handling department documents.
- Ability to draft letters / communications from short outline descriptions / instructions received by the Division Heads.
- **Language requirements:** Good working knowledge of spoken and written English is essential. A working knowledge of French is highly desirable.
- **The following optional qualifications will be considered an advantage:**
  - Earlier working experience in large international science or high-tech facilities of ITER relevance.
  - Shorthand/speedwriting skills specific for English speakers
  - Typewriting speed above 80 words per minute preferred, in English text.

**Work Direction and Interfaces:**

- Reports to DDG for the CEP Department.
- Interacts with members of the ITER Team and Domestic Agency Personnel as required.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

Successfully provides support to the CEP Division Heads and staff of the department.