

Title: Secretary to the Department CODAC&IT, H&CD and Diagnostics		CHD-043
REPORTS TO LINE MANAGER: DDG of the Department of CODAC&IT, H&CD and Diagnostics		
GRADE RANGE: G2		
Date Written: 06/07/2007	Date Revised:	Date Revised:

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

Major Duties/Responsibilities:

- Secretarial help to the department members.
- 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 etc.
- Liasion with other Departments and Director's office for the Department
- Liasion with CEA, Agency ITER France and external parties for official work for the department
- Creation of Database of various requirements
- welcoming foreign collaborators

Qualifications Required:

- 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.

Work Direction and Interfaces:

Report 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.