TITLE: Administrative Assistant	CHD-047

REPORTS TO LINE MANAGER: Deputy Director-General (DDG) for the Department of CODAC and IT, Heating and CD, Diagnostics (CHD)	

DIRECT EMPLOYMENT: REQUIRED	**GRADE RANGE:** G3-G4

DATE WRITTEN: May, 2008	**DATE REVISED:**	**DATE REVISED:**

Purpose:

Supports the development and monitoring of the department budget, schedule and project reporting systems and processes. Supports the development of cost estimates and schedule inputs for all systems under the responsibility of the CHD department. Helps in tracking and maintaining progress on the resource loaded plan. Coordinates the exchange of project management information with the other ITER Departments and Offices. Communicates technical needs to the Head of divisions belonging to the CHD department.

Major Duties / Responsibilities:

- Acts as an Interface Assistant for CODAT & IT, Heating & CD, Diagnostics (CHD) Department.
- Supports the development and monitoring of the overall CHD Department schedule and resources for the ITER project, including construction, commissioning and operation.
- Monitors the managerial interfaces between the different areas for which the CHD Department is responsible.
- Assists in the preparation of the monthly project control reports on the CHD department activities.
- Supports the Deputy Director General (DDG) of the CHD Department to ensure coordination of activities necessary to prepare the Procurement Arrangement.
- Supports the preparation of in-kind procurement and contracts with suppliers.
- Supports CHD DDG to manage the ITER Quality Assurance (QA) and Safety program related to the department.
- Shows strong commitment to the ITER safety program and enforces it through individual behavior in the department.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications required:

- 2 years experience in developing and tracking schedules (e.g., Primavera Enterprise), cost estimating and reporting equivalent with a university diploma in technical or business management.
- Experience in planning functions in scientific / technical projects
- Ability to quickly draft reports and spreadsheets.
- Ability to work independently with minimal supervision.

- Ability to work effectively in a multi-cultural environment.
- Collaborative and positive personality.
- Good communication skills in written and spoken English.

Work Direction and Interfaces:

Reports to the DDG of the CODAC & IT, H & CD, Diagnostics department. Interfaces with all other ITER Departments/Offices, the divisions within the CHD department as well as the Domestic Agencies.

Authority/Approval Levels:

Has authority and approval levels generally defined by the DDG for his/her scope of work.

Measures of Effectiveness:
- Successfully develops and monitors the CHD department baseline schedule and cost in coordination with the Project Office, the Domestic Agencies and Parties.
- Successfully supports the development of the required project control documents.
- Successfully supports the CHD DDG in the implementation of the ITER QA and Safety program.