

TITLE: Secretary for Diagnostics Division		CHD-059
REPORTS TO LINE MANAGER: Head of Diagnostics Division Department for CODAC&IT, H&CD and Diagnostics		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G2-G3
Date Written: June 2008	Date Revised:	Date Revised:

Purpose:

To support the Head and the members of the Diagnostics Division with all the administrative and secretarial tasks necessary to run the Division smoothly.

Major Duties/Responsibilities:

- Provides administrative and secretarial help to all the division members;
- Helps in storage of all administrative information relevant to the division;
- Arranges meetings (internal & external), workshop as and when required;
- Arranges video and teleconferences;
- Arranges official trips for staff members, taxis for visitors, welcoming procedures for foreign collaborators, etc;
- Communicates with other Divisions and Departments on administrative matters;
- Communicates with CEA (the host institution), *Agence ITER France* and external parties for official work for the division;
- Creates databases of various requirements;
- 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:** A minimum of 5 years' experience in a similar position in a multi-disciplinary project performed in an international environment;
- Excellent organization and co-ordination skills with the ability to set priorities and meet deadlines;
- Proficient in the relevant skills: typing, filing, use of computers for general office work;
- An ability to work in an international environment should be demonstrated;
- Ability to work in a team in a flexible way.
- **Language requirements:** Good working knowledge of spoken and written English is essential.

Work Direction and Interfaces:

Reports to the Division Head for Diagnostics.

Authority/Approval Levels:

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

Measures of Effectiveness:

Successfully supports the division in administrative work / follow up.