

Title: Secretary for Heating and Current Drive Division		CHD-060
Reports to Line Manager : Head of Heating and Current Drive (H & CD)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:

The candidate will be responsible for monitoring the administrative activities in the H&CD area, keeping track of the processing of contracts, ITER tasks, design meetings, design reviews. The candidate will be responsible for producing and archiving the minutes and for keeping required documents for the procurement, later construction and testing of the equipment. ITER Quality Assurance (QA) standards for technical documentations will be followed.

Duties/Responsibilities:

- Assists the organizational aspects of activities of the division;
- Assures the consistency and completeness of documentation;
- Assists in meeting activities in secretarial capacity;
- Produces the minutes of meetings and keeps a record of them;
- Shows strong commitment to the ITER safety program and enforces it through individual behaviour and in his/her organization;
- 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;
- Computer skills to accomplish the above tasks;
- Basic knowledge of the ITER project will be an added advantage;
- Basic technical knowledge of engineering will also be an advantage;
- Ability to work in a team in a flexible way.
- **Language requirements:** Fluent in written and spoken English. The knowledge of other languages, French in particular, would be an advantage.

Work Direction and Interfaces:

Reports to the Division Head (DH) for Heating and Current Drive.

Authority/Approval Levels:

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

Measures of Effectiveness:

Successfully performs his/her duties