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| Title: Secretary for CODAC & IT Division | | CHD-061 |
| Reports to Line Manager : Head of CODAC & IT 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 provide the CODAC & IT Division with administrative support. The division is responsible for the delivery of the Control, Data Access and Communication system (CODAC) and general Information Technology (IT) services. Currently it comprises about 20 engineer and technician staff positions and about the same amount of externally subcontracted engineering support positions.

Major Duties / Responsibilities:

- Assists in purchase and contract preparation, maintenance and follow up, i.e. bookkeeping of spent resources and deliverables;
- Assists in bookkeeping of software licenses bought for ITER;
- Assists in maintenance of the electronic database for ITER members and their collaborators and other related databases;
- Assists in the use of IT systems, such as room booking, online document filing and related activities;
- Assists users in setting up and organizing meetings using video / audio / screen sharing facilities;
- Provides general administrative assistance to members of the CODAC & IT Division;
- 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;
- Experience in / willingness to learn new software packages and to provide a basic support for other users;
- Reliability in data handling;
- Knowledge of Windows Office (Word, Excel, PowerPoint);
- Ability to work in a team in a flexible way.
- **Language requirements:** Good knowledge of written and spoken English.

Work Direction and Interfaces:

Reports to the Division Head for CODAC & IT.

Authority/Approval Levels:

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

Measures of Effectiveness:

Successfully performs his/her duties