

<b>TITLE:</b> SECRETARY TO THE DDG AND TO THE ASS. DDG OF THE FUSION SCIENCE AND TECHNOLOGY DEPARTMENT		FST- 012
<b>REPORTS TO LINE MANAGER:</b> DDG/ Ass. DDG for Fusion Science and Technology		
<b>DIRECT EMPLOYMENT:</b> REQUIRED	<b>GRADE:</b> G2-G3	
<b>DATE WRITTEN:</b> 4 NOVEMBER 2007	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

Supports the Fusion Science and Technology Department management by providing all secretarial and general administrative functions required to run the department smoothly, and provides general administrative support to the staff members of FS&T Department. Since the Department is responsible for maintaining extensive international collaborations with fusion communities in the ITER Members relating to physics and technology activities for ITER, the Departmental Secretary will play an important role in the administrative aspects of these collaborations, particularly in relation to the preparation of visits by experts to the ITER Organization and the organization of international meetings in support of collaborations. FS&T Department is also responsible for the provision of administrative/ secretarial support to the ITER Science and Technology Advisory Committee and the successful candidate will need to play an active role in supporting the work of this committee, in particular in relation to the organization of its meetings.

**Major Duties/Responsibilities:**

- Provision of secretarial and general administrative support to the ITER FST management and department personnel.
- Diary management for the DDG and Assistant DDG
- Handling of all personal files of the staff members of the department.
- Maintenance of administrative information relevant to the Department.
- Provision of infrastructure/ logistical support to departmental and ITER meetings (internal & external), workshops and teleconferences.
- Organization of official travel for staff members, local transport and accommodation for visitors, participants in meetings etc.
- Provision of administrative/ secretarial support to meetings of the ITER Science and Technology Advisory Committee.
- Provision of secretarial/ administrative support to members of FST Dept in maintaining scientific/ technical collaborations within ITER workprogramme.
- Supporting of liaison with international collaborators participating in the workprogramme of FST Department.

- Liaison with other Departments and Director's office on behalf of FST Department.
- Liaison with CEA, Agence ITER France and external organizations for official work of the FST Department.
- Creation/ maintenance of computer databases in support of departmental administration.
- Contribution to the preparation of presentations and scientific or administrative documents as required within the department.

### **Qualifications and Experience:**

- Candidates should have a technical education and qualification in a relevant area.
- Relevant working experience of at least 2 years as a secretary/ personal assistant.
- Good organizational and administration skills,
- Ability to work with a high level of autonomy and to deadlines.
- Good communication skills and co-ordination.
- High level of reliability, discretion and confidentiality in handling department documents.
- Facility in use of personal computers and relevant software (eg Microsoft Office) for creation of documents, presentations and administrative databases.
- Good working knowledge of spoken and written English is essential.
- Fluency in French would be an asset.
- Demonstrated ability to work in an international environment.

### **Work Direction and Interfaces:**

- Reports to the DDG/ Ass.DDG for Fusion Science and Technology.

### **Authority/Approval Levels:**

- Has authority and approval levels defined by the DDG/ Ass.DDG for Fusion Science and Technology.

### **Measures of Effectiveness:**

- Successfully provides required secretarial/ administrative support to FST management.
- Provides effective secretarial/ administrative support to scientific and technical activities of FST Department.
- Active in provision of support to organization of meetings and teleconferences for FST Department and, when required, the ITER Organization.
- Provides reliable support to the organization of meetings of the ITER Science and Technology Advisory Committee.

