

TITLE: Administrative Assistant, Office of the Director General(ODG)		ODG-006
REPORTS TO LINE MANAGER: Administrative Officer of ODG		
DIRECT EMPLOYMENT: REQUIRED	GRADE: G3	
DATE WRITTEN: April, 2006	DATE REVISED: AUG. 2006	DATE REVISED: FEB. 2007

Purposes:

Assists the Head and the Administrative Officer of the ODG in all matters of organization in ODG, and assists the ITER Council Secretary when necessary, especially in preparation for Council Meetings.

Major Duties/Responsibilities:

- Interfacing with all DDGs (with prior line management approval), Welcome Office, AIF or other entities in order to assist proactively and propose solutions to the Head and Administrative Officer of ODG in the general matters of ITER Organization.
- Interfacing and coordinating with all Department/Office assistants to insure efficient communication between ODG and all Departments/Offices, including the gathering of the departments' activities and progress reports intended to the DG.
- Proposing Quality Assurance Management tools to the Head and the Administrative Officer of ODG in order to improve the efficiency of ODG, or other Departments/Officers
- Assisting the ITER Council Secretary when necessary, especially in preparation for Council Meetings.
- Translating of the correspondence, speeches and some other important official documents of DG/ODG from English into French or vice versa when necessary and required.
- Supporting role in the arrangement and preparation of the weekly Senior Management Meeting

Qualifications and Experience:

- Higher diploma or qualifications in international management or equivalent
- A minimum of 5 years experience of management support for the head of a work unit in a technical environment,
- A high level of computer competence in MS Office and related software,
- Good interpersonal communication skills,
- Excellent skills in spoken and written English and French are necessary. Ability to speak further languages of the ITER staff involved in ITER would be a distinct advantage.

Work Direction and Interfaces:

In principle, directly reports work to the Administrative Officer of ODG, and reports to the Head of ODG and DG whenever necessary & required, and interfaces with all department & offices, and the member countries whenever necessary and required.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Provides efficient and high quality service to the DG and staff of the ODG.
- Establish good collaboration attitude with all members of the ODG.