

TITLE: ITER Council Administrative Assistant		ODG-009
REPORTS TO LINE MANAGER: ITER Council Secretary		
GRADE RANGE: G2-G3		
DATE WRITTEN: March 2007	DATE REVISED:	DATE REVISED:

Purpose:

Assist the ITER Council Secretary in providing timely and appropriate administrative services to the ITER Council.

Major Duties and Responsibilities:

Under the direction of the Council and under the direct supervision of the Council Secretary,

- assist the Secretary in receiving, editing, reproducing and distributing documents to be submitted to the Council and its subsidiary bodies;
- assist the Secretary in preparing and circulating summary records of meetings, decisions and any other relevant documentations to the members of the Council and its subsidiary bodies, government representatives and staff of the ITER Organization ;
- receive and distributes correspondence from the members of the Council and its subsidiary bodies and brings important matters to the attention of the Council Secretary and the Director of the DG Office;
- respond to routine queries from the members of the Council as well as other representatives of the Members;
- maintain the archives of Council documents and related papers in cooperation with the Archivist of the ITER Organization;
- provide administrative assistance in the organization of meetings of the Council and its subsidiary bodies, including the booking of meeting facilities and a range of logistical arrangements required for the meetings;
- perform all other administrative work, which the Council and its subsidiary bodies shall require.

Qualifications and Experience:

- Completed secondary education, preferably an university degree holder.
- At least five years of relevant professional experience in a secretarial/administrative position.
- Excellent skills in drafting and speaking English. Knowledge of French will be an advantage.
- High level of reliability, discretion and confidentiality in handling the Council related matters.
- Excellent planning and organization skills.
- Excellent interpersonal skills to interface, in a customer friendly manner, with members of the Council, representatives of member governments and other external counterparts as well as the ITER staff.
- Excellent team player while capable of working independently.

- Ability to work effectively in a multi-cultural environment with respect and sensitivity for different cultures.

Work Direction and interfaces:

Report to the ITER Council Secretary. Interfaces with Members of the Director-General's Office and all other departments and divisions.

Authority/Approval Levels:

Has authority and approval levels as defined by the ITER Council Secretary.

Measures of Effectiveness:

Successfully contribute to the Secretariat of the ITER Council and to the execution of its duties and responsibilities.