

TITLE: Secretary for the Office of the Director General (ODG)		ODG-020
REPORTS TO LINE MANAGER: Head of ODG and Assistant to the DG		
DIRECT EMPLOYMENT: REQUIRED		GRADE: G2-G3
DATE WRITTEN: May, 2008	DATE REVISED: July, 2008	DATE REVISED:

Purposes:

Supports the Assistant to the DG, the Legal Advisor and all the ODG members in all secretarial and logistical matters.

Major Duties/Responsibilities:

- Makes arrangements for mission trips for the DG and ODG members (including transport, hotel, visa, reimbursement, etc);
- Manages diaries of the DG, the Legal Advisor, and the Security Assistant as required;
- Helps in arranging and preparing the weekly Senior Management Meeting and other meetings when necessary;
- Receives, checks, and enters in the database financial documents for the follow-up of the ODG budget;
- Liaises with *CEA* and *AIF* for arranging site access for visitors;
- Prepares office stationery orders;
- 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:** Preferably a minimum of 2 years' experience.
- **Language requirements:** Good command of written and spoken English and French;
- Good interpersonal skills in order to work effectively in an international environment;
- Good command of computer and software skills.

Work Direction and Interfaces:

- Reports to the Head of ODG and the Assistant to the DG.
- Liaises at all times with the Assistant to the DG in order to ensure full coverage and knowledge of the office activities during one or the other's absence and to effectively maintain continuity of office coverage.

Measures of Effectiveness:

- Successfully provides efficient and high-quality services to the Head of ODG, the Assistant to the DG and all other ODG members.
- Successfully possesses a cooperative attitude with all members of the Office.