

TITLE: Administrative Assistant to the Principle Deputy Director General and to the Project Office		PRO-032
REPORTS TO LINE MANAGER: Principle Deputy Director General		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G3
DATE WRITTEN: 07/02/2007	DATE REVISED: OCTOBER 12, 2006	DATE REVISED: 26 APRIL 2007

Purpose:

Assist the Principal Deputy Director General (PDDG) in administrative matters.

Assist the Project Office (PO) Head in the organisation and management of the daily administrative activities of the Project Office.

Duties and Responsibilities:

- Establishing and maintaining all aspects of the PDDG's office. This includes ensuring smooth and efficient running of the office; an efficient filing system; maintenance of the computer calendar of meetings and appointments
- Planning and organizing all aspects of the PDDG's local and world-wide missions to conferences, other scientific organizations and to meetings, both scientific and diplomatic
- Planning and organizing visits to the PDDG on the Cadarache site and other locations
- Drafting of correspondence in English, German and French
- Assist the Project Office Head in the daily management of the his Office
- Organise the missions of the Project Office members, prepare the required administrative papers and maintain the records of the missions
- Maintain attendance / leave records of the PO staff and Visiting Researchers.
- Organise all aspects of the visits of the Project Office, including interface with the Administration department to organise access permits
- Assist the Project Office members in the organisation of meetings (both internal and with Project Office visitors)
- Maintain Project Office calendar (missions, leaves, meetings)
- Coordinate the activities of the ITER secretarial staff assigned to all departments to ensure that work load is properly distributed and essential functions are guaranteed, including in the case of absences
- Organise and chair secretaries meetings
- Maintain a database of project office contacts use throughout the Project
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Maintain a strong commitment to the implementation and perpetuation of ITER safety at work system

Qualifications and Experience:

- At least 10 years working experience within the international fusion community
- At least 5 years experience of managing the office and staff of a senior technical manager in an international technical organisation.
- Proven ability to interface with scientific and diplomatic organisations and dignitaries
- General ability to hold effective contacts with ITER staff and ITER and other fusion collaborators world wide
- Ability to organise meetings involving visitors from different countries and to help them solving visa and logistic problems.
- Ability to proofread and correct presentations and reports in English
- Proven knowledge of office computer tools (Outlook, MS Office)
- Demonstrated competence in use of a document management system.
- Ability to make independent decisions with regard to appointments and for the effective and efficient work of the PDDG
- Proven ability to manage the daily activities of an office of more than 30 persons.

- Fluent in English and working knowledge of the host language (French) and/or some of the PT languages would be an advantage.
- In-depth knowledge of ITER and fusion international communities is essential
- Ability to work independently and take responsibility is essential
- Ability to work effectively in a multi-cultural environment

Work Direction and Interfaces:

Reports to the Principal Deputy Director General. Interfaces with all Project Office members and other departments and divisions. Interface between PDDG and staff and press, industry etc. Maintains communications with other organizations within the ITER collaboration and directly interfaces with Field Team and PT staff on Technical Coordination issues.

Authority/Approval Levels:

Has authority and approval levels generally defined by the PDDG for his scope of work.

Measures of Effectiveness:

Successfully organize the working schedule of the PDDG and contributes to the effective operations of ITER project office. Successfully distribute the work among the Departments secretarial staff. Successfully manages PO meetings. Successfully manages administrative matters for the PO members.