

TITLE: Project Management Assistant for In-Kind Procurement Project Office		PRO-046
REPORTS TO LINE MANAGER: Section Leader Project Management Section		
Direct Employment: Required		Grade Range: G3-G4
DATE WRITTEN: 21 May 2008	DATE REVISED:	DATE REVISED:

Purpose:

Provides administrative support, in particular, to in-kind procurements in the Project Management Section of the Project Office

Duties and Responsibilities:

- Assists in the preparation of project documents including editorial support, document control, and form maintenance.
- Supports in the preparation of papers and presentations for internal and external purposes and bodies.
- Arranges internal and external meetings, completing mission requests for staff members and related duties.
- Provides administrative support and logistical assistance to members of In-Kind Procurement staff
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety at work system.
- Provides regular planning and status reports on ongoing in kind procurement activities

Qualifications and Experience:

- 5 years experience working as a project management assistant to multiple staff members.
- Excellent command of MS Office (in particular word, excel and powerpoint).
- Excellent skills in drafting documents and document editing.
- Good organization and communication skills.
- Excellent command of English, both written and spoken.
- Knowledge of the host language (French) would be an advantage.
- Strong interpersonal skills to work effectively in a multi-cultural environment.
- Ability to work under minimal direction to accomplish stated tasks.

Work Direction and Interfaces:

Reports to the Section Head of the Technical Coordination Section in the Project Office.

Authority/Approval Levels:

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

Measures of Effectiveness:

Successfully contribute to the organization of the Project Management section of the Project Office and to execution of the duties and responsibilities of the Project Office.