TITLE: Document and Records Assistant		PRO-056
REPORTS TO LINE MANAGER: Document and Records Manager of the Document Control Centre in the Project Office		
DIRECT EMPLOYMENT: Required		GRADE RANGE: G3
Date Written: July, 2007	Date Revised: January, 2009	Date Revised:

Purpose:

The ITER Organization has a large number of records, such as letters, contracts, agreements, procedures, quality certificates, and others that require correct management, archiving, maintenance, security measures, and search facilities. Some records are or will be integrated into ITER's Electronic Document and Records Management System (called IDM). Other documents require being physically sorted or electronically processed. All records will require moving to the new ITER site.

Major Duties/Responsibilities:

- Arranges and maintains safe and secure physical systems for storage and retrieval of ITER's hard copy records;
- Coordinates with external companies to manage records that are out of date;
- Ensures that the relevant policies and procedures related to archiving and processing of records are duly followed;
- Populates database systems for logging incoming records as requested;
- Scans documents that need to be held digitally for ease of access and stores scans in ITER Document Management System (IDM);
- Provides training and assistance on archiving and records processing to the ITER staff;
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics, and also maintains a strong commitment to the implementation and perpetuation of ITER safety at work;
- Assists the Document and Records Manager in all relevant areas;
- Performs other duties as required.

Qualifications and Experience:

- **Education:**
  - Degree at least equivalent to 4 years of study after the High School Diploma in a relevant field;
  - Additional training in records management or information classification and retrieval, and/or certification from a recognized professional association in records and information management would be an advantage.

- **Technical Experience:**
  - At least four years of administrative/clerical experience in the field of archiving/records or information management, preferably within an international organization are essential;
  - Experience with data entry and reporting with document and electronic records management systems would be an advantage.
- **Social Skills:**
  - Ability to work effectively in a multi-cultural environment;
  - Ability to work proactively and autonomously.
- **Language requirements:**
  - Excellent knowledge of English, including excellent communication skills to interact with the help-line and with staff members seeking advice;
  - Working knowledge of French would be an asset.
- **Computer and IT Skills:**
  - Good to advanced knowledge of standard office programs.

Work Direction and Interfaces:
- Reports to the Document and Records Manager of the Document Control Centre in the Project Office;
- Interfaces with all other Departments and Divisions within the ITER Organisation;
- Maintains communications with other organizations within ITER, as well as with external companies for specialized services provided to ITER in the field of document and records management.

Authority/Approval Levels:
This position has authority and approval levels generally defined by the Head of Project Office for his/her scope of work.

Measures of Effectiveness:
- Successfully contribute to making the Document Control Centre into an effective and viable facility in the ITER Organization.
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