

Secretary for the Project Office

PRO-082

Reports to Line Manager: Head of the Project Office	Job Code: PRO-082
Direct Employment: Required	Grade: G2

Purpose

To assist the Head of the Project Office in the organization and management of the daily activities of the Project Office;

To provides assistance in organizational and administrative matters to the Operations sections in the Project Office.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Assists the Head of the Project Office in the daily management of the Office;
- Assists the Operations Section staff members in organizational and administrative matters;
- Organizes the missions of the Head of the Project Office and staff members in the External Coordination and Operations Sections, and in addition prepares the required administrative papers and maintains the missions records;
- Records the Project Office staff's on site presence;
- Organizes visits for the Project Office visitors and interfaces with the Administration Department to organize access permits;
- Assists the Head of the Project Office and Operations Section staff members to organise meetings;
- Manages Project Office calendar (missions, leaves, meetings);
- Manages a Project Office contacts database for technical and public relation use;
- Assures secretarial assistance to the Principal Deputy Director General in case of absence of his administrative staff;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 2-4 years of study after the High School Diploma, in secretarial skills/office administration or other related discipline.
- **Technical experience:**
 - At least 3 years' experience in assisting a manager or a team in an international environment;
 - Ability to organize meetings involving visitors from different countries and to help them solve visa and logistic problems;
 - Ability to manage the daily activities of an office of about 60 persons;
 - Knowledge of ITER and fusion international communities would be an advantage

- ***Social Skills:***
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken);
 - Knowledge of the host language (French) and/or some of the Member languages would be an advantage
- ***Computer and IT skills:***
 - Demonstrated experience with office administration and IT tools.

Direct Supervisor and Interfaces

- Reports to the Head of the Project Office;
- Interfaces with all Project Office members and other Departments and Divisions;
- Maintains communication with other organizations within the ITER collaboration

Authority / Approval Levels

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

Measures of Effectiveness

- Successfully organizes the Head of the Project Office's work schedule and contributes to the effective operations of ITER Project Office;
- Successfully manages Project Office meetings;
- Successfully manages administrative matters for the Project Office staff members.