

TITLE: SECRETARY TO THE DEPUTY DIRECTOR GENERAL (DDG) FOR SAFETY AND SECURITY		SAS-010
REPORTS TO LINE MANAGER: DDG, Department for Safety and Security		
DIRECT EMPLOYMENT: REQUIRED	GRADE RANGE: G2	
DATE WRITTEN: FEBRUARY, 2007	DATE REVISED: 26 APRIL 2007	DATE REVISED:

Purposes:

- To provide administrative, secretarial, and clerical support to the DDG for Safety and Security and personnel of the Department.

Major Duties/Responsibilities:

- Assist the DDG with all administrative matters related to the Department's functions.
- Assist the DDG by maintaining and monitoring appointments, meetings, and commitments related to the Department.
- Organise meetings on safety and security issues.
- Provide general administrative, secretarial, and clerical support to the DDG and Department's personnel.
- Provide administrative support for missions.
- Help to organize and provide assistance to DDG with regard to Department's technical meetings.
- Provide administrative assistance for international visitors.
- Work in a multinational interdisciplinary project team and responsibility for maintaining the high quality standards of the design processes conducted by the ITER Team. He/she is expected to be able to work towards predefined goals with a high level of autonomy.
- Contribute to the preparation of presentations, memos, documents as required within the Department for Safety and Security.
- IDM maintenance in Safety and Security area.
- Handling Security and Safety documentation.

Qualifications and Experience:

- Diploma or certificates in Secretary / Administration Assistance or equivalent experience
- A minimum of 5 years experience in a similar position in a large multi-disciplinary project performed in an international environment.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.
- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines.
- High level of reliability, discretion, and confidentiality in handling department documents
- Good communication skills and capability to work towards department goals with a high level of autonomy.
- Previous experience in research area and/ or engineering projects would be an advantage.
- Good knowledge of written and spoken English and French.

Work Direction and Interfaces:

- Reports to the DDG for Safety and Security.

- Interacts on a daily basis with members of the Department as well as with external organizations.

Authority/Approval Levels:

- Has authority and approval levels generally defined by the DDG for his/her scope of work.

Measures of Effectiveness:

- Provides efficient and high quality service to the DDG and members of the Department.
- Establish a good collaboration attitude with all members of the Department.