TITLE: SECURITY ASSISTANT		SAS-012
REPORTS TO LINE MANAGER: Head of Security Section, Department for Safety and Security		
DIRECT EMPLOYMENT: REQUIRED	GRADE RANGE: G2-G3	
DATE WRITTEN: JANUARY, 2008	DATE REVISED:	DATE REVISED:

Purposes:

- Working in the Department of Safety and Security, the candidate will be responsible together with another assistant for assisting in the implementation of security measures in the ITER Organization.

Major Duties/Responsibilities:

- Assists in the implementation of security measures on the ITER Organization premises located at the ITER work site of the Cadarache Centre and later in the Annex Buildings of the future ITER Site.
- Assists the ITER Building Security Supervisor.
- Supports the Administration of the Security Section in all matters related to security.
- Responsible for driving the official ITER car.
- Generally assists with any staff security problems, both on site and, if required, off premises.
- Assists in the logistics for special events requiring special security.
- Assists in the security arrangements for high-profile visits and meetings including the ITER Council and, if required, for official missions of the Director-General, Principal Deputy Director General, and senior management.

Qualifications Required

- A relevant combination of educational training and professional experience.
- An experience of at least 5 years of progressive responsibility in security management or a related area.
- A minimum of 3 years experience in a similar position.
- Strong interpersonal skills to work effectively in an international environment.
- Demonstrated ability to produce high quality results.
- 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.
- Good knowledge of written and spoken English and French.
- Professional driving license.
- Good knowledge of the PACA Region.
- Security clearance required for taking up the post.

Work Management structure and Interfaces:

- Reports to the ITER Security Section leader in the Department of Safety and Security.
- Interfaces between the Administration Department and in security matters.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Provides efficient and high quality service to the ITER Safety and Security DDG and the Office of the Director-General.
- The high quality of the Security infrastructure in ITER.
- Establishment of a security culture in ITER.