

<b>TITLE: Administrative Assistant to the DDG of Tokamak Department</b>		<b>TKM-056</b>
<b>REPORTS TO LINE MANAGER: DDG of Tokamak Department</b>		
<b>GRADE RANGE: G3-G4</b>		
<b>DATE WRITTEN:</b> <b>FEBRUARY, 2007</b>	<b>DATE REVISED:</b> <b>FEBRUARY 8, 2007</b>	<b>DATE REVISED:</b>

**Purposes:**

- To provide administrative support to the ITER Tokamak DDG and department personnel, including department budget oversight, human resources and contracts coordination, and administration of technical and R&D tasks.

**Major Duties/Responsibilities:**

- Assist the Tokamak DDG will all administrative matters related to the department including department budget oversight, human resources and contracts coordination, and administration of technical and R&D tasks
- Maintain related records for the department
- Help prepare and input department documents and records in the IDM system
- Make regular planning and status presentations and reports on department administrative activities
- 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.

**Qualifications and Experience:**

- Diploma or certificates in Administration or equivalent experience
- A minimum of 10 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 with 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.
- Excellent active and passive knowledge of written and spoken English.

**Work Direction and Interfaces:**

- Report to the ITER Tokamak DDG.
- Interact on a daily basis with members of the ITER Tokamak Department as well as external organizations.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

- Provide efficient and high quality service to the ITER Tokamak DDG and division members
- Establish a good collaboration attitude with all members of the Tokamak department.