

TITLE: Secretary for the Tokamak Department		TKM-068
REPORTS TO LINE MANAGER: Deputy Director-General (DDG) for Tokamak		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G2-G3
DATE WRITTEN: JUNE, 2008	DATE REVISED:	DATE REVISED:

Purpose:

To provide administrative, secretarial, and clerical support for the Tokamak Department.

Major Duties/Responsibilities:

- Assists the Tokamak Department's personnel with all administrative matters related to the Department.
- Helps to prepare and input the Department's documents and records in the ITER Document Management System (IDM).
- Provides general administrative, secretarial, and clerical support for the Department's personnel.
- Provides administrative support for missions.
- Helps to organize and provide assistance for the Department's technical meetings.
- Helps to organize and provide assistance for working group meetings.
- Provides administrative assistance to international visitors.
- Works in a multinational interdisciplinary project team and is responsible 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.
- Contributes to the preparation of presentations, memos, documents as required within the Department.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and Experience:

- Diploma or certificates in Secretarial skills/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 organization and co-ordination skills with the ability to set priorities and meet deadlines.

- High level of reliability, discretion, and confidentiality in handling the Department's documents.
- Good knowledge of MS Word, Excel, Power Point, and Adobe Acrobat.
- Good communication skills and capability to work towards the Department's goals with a high level of autonomy.
- Previous experience in the research area and/or engineering projects would be an advantage.
- Excellent working knowledge of written and spoken English is essential.

Work Direction and Interfaces:

- Reports to the DDG for Tokamak.
- Interacts on a daily basis with members of the Department as well as external organizations.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Provides efficient and high quality services to the DDG for Tokamak and the divisions' members.
- Possesses a collaborative attitude with all members of the Department.