

## Secretary for the Tokamak Department

TKM-095

<b>Reports to Line Manager:</b>	Head of Division, Tokamak Department	<b>Job Code:</b>	TKM-095
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G2

### Purpose

To provide administrative, secretarial, and clerical support to the Divisions and Sections within the Tokamak Department.

### Major Duties/Responsibilities

china

eu

india

japan

korea

ru<sup>s</sup>sia

usa

- Collaborates with other Secretaries in the Tokamak Department to assist 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 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 for international visitors;
- Contributes to maintaining the high quality standards of the design processes conducted by the ITER Team;
- Contributes to the preparation of presentations, memos, and documents as required within the Department;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

### Qualifications and Experience

- **Education**
  - Diploma or certificate equivalent to 2-3 years of study after the High School Diploma, in the Secretarial/Administrative Assistance field or other relevant discipline.
- **Technical experience**
  - At least 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment;
  - Previous experience in research area and/or engineering projects would be an advantage.

- ***Social Skills***
  - Excellent organizational skills 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 communication skills and ability to work towards the Department's goals with a high level of autonomy;
  - Demonstrated ability to produce high quality results;
  - Strong interpersonal skills to work effectively in an international environment and within an interdisciplinary project team.
- ***Language requirements***
  - Excellent command of written and spoken English is essential.
- ***Computer and IT skills***
  - Good knowledge of MS Word, Excel, Power Point, and Adobe Acrobat.

### **Direct Supervisor and Interfaces**

---

- Reports to the Head of Division;
- Interacts on a daily basis with members of the Department as well as external organizations.

### **Authority / Approval Levels**

---

This position has authority and approval levels generally defined by the DDG for the Tokamak Department for his/her scope of work.

### **Measures of Effectiveness**

---

- Provides efficient and high quality service to the DDG for the Tokamak Department and Divisions' members;
- Acts in collaborative manner with all members of the Department.