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## JOB DETAIL

Ref. IO1147 - 9/29/2011

## Human Resources Administrator ADM-020

**Main job** Human Resources**Department** ADM/Directorate for General Administration**Division** DGA / Human Resources Division**Job Family** Organizational support**Application Deadline** 31/Oct/2011**Grade** P3**Direct employment** Not required

**Purpose** To support the Human Resources (HR) Division in providing the organization-wide application of effective HR operations as well as the implementation of strategic HR policies.

**Main duties / Responsibilities**

- Manages the recruitment process (from job creation until new staff members' arrival) for the scope defined by the Responsible Officer;
- Manages contract extensions, terminations and other amendments for staff members;
- Supports and advises managers and staff members on personnel administration matters;
- Works closely with the technical Directorates to develop and implement policies for managing external personnel, including Expert Contracts, Monaco Fellowships, and Visiting Researchers;
- Manages the ITER e-Recruitment online tool as the system Administrator;
- Contributes to the development of HR proposals and prepares presentations for the ITER Council (IC) and Management Advisory Committee (MAC) meetings;
- Contributes to the development of HR policies and HR projects (e.g. job classification, internal mobility, etc.);
- Ensures HR processes are consistent with ITER's quality requirements and advises the Head of the process for the Management Quality Program (MQP);
- Coordinates the recruitment team in the absence of the Responsible Officer;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

**Measures of effectiveness**

- Successfully achieves the execution of the duties and responsibilities for her/his scope of responsibilities;
- Successfully contributes to providing effective support to the Directorates in terms of HR activities;
- Successfully promotes a good work and team spirit;
- Successfully anticipates the setting up of a good quality process control for the HRD.

**Level of study** Master or equivalent degree**Diploma** Public or Business Administration**Level of experience** At least 8 years

**Technical experience** – A good knowledge of technical and/or scientific environment and jobs is desirable

**Project experience** 1 to 2 years

**Social skills** Ability to work effectively in a multi-cultural environment  
Ability to work in a team and to promote team spirit  
Ability to communicate effectively

**General skills** MS Office standard (Word, Excel, PowerPoint, Outlook)

**Specific skills**

- A relevant combination of a university degree, professional training and experience would be considered in lieu of the advanced degree;
- A second degree in science or engineering would be considered an advantage;
- Excellent communication and negotiation skills;
- Proactive and autonomous in his/her scope of work;

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