IO1305 Rem., Perfce&Employment Section Leader ADM117

General information

Job category	Standard
Confidential	No
Status	Published
Department	ADM/Department for Administration
Division	GEA / Human Resources Division
Section	GEA / HRD / Remuneration, Performance & Employment section

Job description

Main job	Business Administration - Human Resources
Title of the position	Rem., Perfce&Employment Section Leader ADM117
Job family	Section Leader
Duration of the contract	5 years
Contractual hours	Full time
Grade	P5
Direct employment	Required
Supervised by:	Division Head
Purpose	To manage the ITER Organization (IO) staffing plan and manpower resourcing policy in view of optimization of the resources' plan with the IO business requirements. To oversee the development and implementation of efficient policies and processes for contract administration, employees' compensation and benefits, and to manage associated Human Resources Information System (HRIS). To pilot legal procedures. To develop and maintain relationships with Staff representatives. To deputize the Human Resources Head.
Main duties / Responsibilities	Manages the staff members of the Section and supervises properly the activities of the team; Deputizes the Human Resources (HR) Head, as needed; Proposes strategy and coordinates the development of the IO staffing plan, from the identification of the resources needed, to the associated estimates of salary costs and budgetary impacts, in liaison with Finance and Budget Division. Advises line managers to set up their resourcing strategy, providing adequate HR support and tools such as monthly reports or annual statistics. Oversees compensation, payroll and benefits activities, and employment contract administration; Develops and implements HR policies and procedures and ensures the continuous improvement of HR processes; as well as proposes and contributes to the updates of Staff Regulations and related circulars, with the objective of optimizing practices and policies; Monitors the implementation of IO employee development policy and associated annual promotion and advancement budget and campaign; Develops a cooperative relationship with staff representatives and oversees regular meetings are carried out with Staff Committee and other sub-committees; Oversees all draft documents to be provided to Management Advisory Committee (MAC) and ITER Council (IC); Is process owner of the HR Information Systems (HRIS), SAP for payroll, absences, timesheet, appraisals, missions and personnel administration, specific software for the recruitment and any management tools evolution; Monitors the HR Division budget and associated reports; Supports the execution of the Strategic Management Plan and the Detailed Work Schedules defined by the Organization; executes and delivers work consistent with the budget of the Section and contributes to the staffing of the Section; Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets; Maximizes human capital and people's commitment to achieving the IO goals; Provides leadership in safety; Builds and maintains relationship with internal and external stakeholders;

	Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
	Reports to the Head of the Human Resources Division; Interacts every day with IO staff members, line management and external stakeholders; In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the Director-General/ Director for General Administration of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	Develops and maintains IO Staffing Plan, ensuring an efficient monitoring of the IO headcounts and salary costs; Oversees smoothly remuneration and benefits processes; Monitors the Promotion and Advancement campaign, ensuring deadlines, budget, policy and processes are met; Pilots effectively HR Information Systems tools answering to identified needs and guaranteeing their reliable functioning; Produces high quality draft documents for MAC and Council; Coordinates reliable development of HR statistics and HR data reports; Develops effective communication with internal and external stakeholders; Responsible for Section deliverables that meet safety standards, quality schedule and cost requirements; Responsible for implementation of safety nuclear regulation and other safety standards of the section's work; Responsible for adherence to administrative and MQP standards.
	Project Construction Phase SAP Id: 50000061

Applicant criteria

Level of study	Master or higher degree
Diploma	Human Resources or other relevant discipline
Level of experience	At least 10 years
Technical experience	Experience confirmed in jobs as responsible for project management, budget & human resources topics; Project Management & Budget Management experience are required.
People management experience	At least 5 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	A project management certification would be considered as an advantage; Experience in supervising a team would be an advantage; Ability to provide effective leadership; Ability to motivate and develop the team members' skills and experience. Excellent sense of service & high quality of organization; Good sense of autonomy and responsibility; Ability to negotiate with influence and convince internal and external stakeholders.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Other HR software mastery would be considered as an advantage.

Origin of the job

Entity	ITER ORGANIZATION

HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	CHOE Hyunejune

Followed by	Sophie Gourod
Alert recipient(s)	CHOE Hyunejune
Publication default start date	3/11/2013
Publication default end date	4/10/2013
Automatic update	No