

IO1300 Staff Welfare and Assistance Officer ADM-119

General information

Job category	Standard
Confidential	No
Status	Published
Department	ADM/Department for Administration
Division	GEA / Human Resources Division
Section	GEA / HRD / Talent & Competencies Development Section

Job description

Main job	Business Administration - Human Resources
Title of the position	Staff Welfare and Assistance Officer ADM-119
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Required
Supervised by:	Section Leader
	<p>To develop, coordinate and implement the employee's induction, welfare and assistance policies and programs.</p> <p>To strengthen collaboration and exchanges with Domestic Agencies (DAs) and Agence Iter France (AIF) in proposing and coordinating arrival integration packages.</p> <p>To enforce collaboration and exchanges with staff representatives to improve global welfare of ITER Organization (IO) staff members.</p>
Purpose	<p>- Proposes, develops & implements IO teams' welfare policies & programs that aims at providing various facilities, services & amenities to the staff for improving their work life balance, wellbeing, increase their sense of belonging to the IO moral & motivation at work. This includes but is not limited to services for an improving work life balance like conciergerie, recreation activities, training, sports activities, tailor made website etc;</p> <p>- Monitors & adapts the induction program according to the number of newcomers foreseen each year;</p> <p>- Monitors the probationary periods with management of HR meetings;</p> <p>- Coordinates the existing schemes like relocation assistance, expatriation assistance to the staff & their families, language courses, etc. & develops new schemes with the AIF & DAs;</p> <p>- In cooperation to the Office of the DG, provides necessary coordination regarding the enrolment of eligible students to the International School of PACA; Liaises with the parents & the counterparts in academic sectors including the French administration with a view to improving & monitoring school activities by establishing related statistics & to improving communication;</p> <p>- Monitors the newcomer data base in close relation with the Talent & Competencies Development Team members;</p> <p>- Coordinates the ethic committee meetings, & follow up of the IO code of conduct;</p> <p>- Develops & monitors the implementation of an employee assistance program in close relation with the Remuneration Performance & Employment Section (to identify & resolve possible personal issues);</p> <p>- Monitors the departure process by preparing all necessary administrative documents & departure meetings with all staff & proposing to the line management any specific action when required;</p>
Main duties / Responsibilities	<p>- Provides expert advice & counsel to the HR division team members on staff welfare and staff personal issues;</p> <p>- Prepares high quality reports, submissions & correspondence to respond the requests & to initiate considerations on new strategies & initiatives. Benchmark practices in other international organization & propose best practices initiatives;</p> <p>- Develops needs analysis, measurement of efficiency & improvement processes & tools to ensure the programs achieve their quality, cost & deadline objectives;</p>

Measures of effectiveness	<ul style="list-style-type: none"> - Ensures timely & consistent reporting, communications & messaging to promote, assess & optimize the programs; - Performs other duties in support of the project schedule as described in the Detailed Work Schedule & the Strategic Management Plan; - Performs other duties linked to the above purpose upon management request, as necessary; - Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics. - Reports to the Talent & Competencies Development Section Leader; - Interfaces with staff members for individual requests, with the Staff Committee, the Committee of Health & Safety, Agence Iter France , medical & social services, social insurance company, external services, providers & internal stakeholders; - In response to requests from the DG &/ or Director for General Administration, or proactively, informs the DG/ Director for General Administration of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.
	<ul style="list-style-type: none"> - Employees' satisfaction; - IO families' satisfaction; - Efficient monitoring of staff integration; - Number & quality of proposals & implementations for induction & welfare; - Number of staff using the programs & services; - Quality & regularity of reports regarding newcomers, departures & various programs; - Adherence to program objectives in terms of quality, cost and deadlines. <p>Project Construction Phase.</p>

Applicant criteria

Level of study	Master or higher degree
Diploma	Human Resources / Business Management.
Level of experience	At least 7 years
Technical experience	<ul style="list-style-type: none"> - Experience in the fields of Employees relation , induction programs, welfare and assistance policies, in or for international environment;
	<ul style="list-style-type: none"> - Experience in making regular reports, statistics and maintaining accurate and up to date databases; - Experience in writing high quality documents, circulars, policies.
Social skills	Ability to work effectively in a multi-cultural environment , Good planning and organisational skills
General skills	<ul style="list-style-type: none"> - Good interpersonal skills; listening skills and empathy;
	<ul style="list-style-type: none"> - Discretion and confidentiality; - Dynamic and proactive for his/her scope of work.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"> - French would be an advantage to develop necessary relationship with Host state administration.

Origin of the job

Entity	ITER ORGANIZATION
Recruitment reason	New position

HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	Severine Cuvelier
Followed by	Mélanie Picarel
Alert recipient(s)	Severine Cuvelier
	Mélanie Picarel

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Automatic update No