IO1385 Administrative Security Assistant SQS-036

General information

Job category	Standard
Status	Confirmed
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Occupational Health & Security Coordinationi Division

Job description

Main job	Safety - Security - Generalist
Title of the position	Administrative Security Assistant SQS-036
Job family	Functional Assistant - 1
Grade	G3
Direct employment	Required
Purpose	To contribute to and facilitate the implementation of security measures in the ITER Organization. To ensure ITER Organization activities comply with the ITER security regulations such as access control and information protection.
Main duties / Responsibilities	Takes part in the follow-up of accesses requests for the site: Provide guidance to the hostess manager and the submitters in the respect of the procedures, handle problems and emergencies, implement solutions to the evolution of the site, in collaboration with the hostess manager and guards Site Managers, follow-up of the out-of-time requests on worksite and reporting to head of division. Assists Division head in contract and budget follow-up for the division; Implements and follows-up of the Key Performance Indicators : collection of the data, management and reporting of the scoreboard. Follows-up the management of security documents and informs stakeholders about any updating. Follows-up requests for accessing to ITER sensitive information relating to ITER classified procedure : provide guidance to the submitters; Ensure a smooth workflow of signatures with respect to internal Management Quality Program rules; archives related documents. May be required to provide support for preparing training contain and presentations on all matters related to safety and security; Organizes, records and archives division's documentation; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; 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 Occupational Health and Security Coordination Division, under coordination of the Health and Safety Responsible Officer. Acts as an interface between other departments and external organizations or companies in health and safety matters. In response to requests from the Director-General and/or DDG for Safety Quality and Security, or proactively, informs the DG/DDG for Safety Quality and Security of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objective.
Measures of effectiveness	Issues accurate records of Security files within the defined schedule; Maintains successfully Security data base regarding his/her scope of work; Contributes to the development of a culture of Security at ITER Organization; Understands and strives to meet all Security objectives;

	Maintains up to date security training requirements.

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Security, Administrative field or equivalent
Level of experience	At least 3 years
Technical experience	Experience in a security section or administrative environment.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	High level of reliability, discretion, and confidentiality. Good communication skills and ability to work autonomously with defined procedures.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Working knowledge in French language is considered as an advantage.