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JOB DETAIL

Ref. IO1592 - 10/13/2015

Secretary - TED-025

Main job	Secretary / Assistant
Department	TED / Tokamak Engineering Department
Job Family	Secretary
Application Deadline (MM/DD/YYYY)	11/04/2015
Grade	G1/G2
Direct employment	Required
Purpose	• To provide administrative, secretarial, and clerical support to a Division and Sections within the Tokamak Engineering Department (TED).
Main duties / Responsibilities	• Performs general secretarial duties for the Division Head, Section Leaders and staff members; • Collaborates with other Secretaries in the TED to assist with all administrative matters; • Contributes to prepare and input the Division's documents and records in the ITER Document Management System (IDM); • Arranges travel and accommodation arrangements for staff member missions; • Arranges technical meetings (internal & external), as required, providing support for travel and accommodation of visitors; • Contributes to the preparation of presentations, memos, and documents as required within the Division; • Supports the procurement activities of the Division by starting purchase requests/orders, monitoring the delivery and acceptances of reports and closing of the contracts or task agreements; • Assists the Division Head in monitoring the annual budget, contracts and task agreements, and the mission plan; • Substitutes other secretaries or assistants when required and contributes to ensuring efficient communication channels; • Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; • May be requested to be part of any of the project team and perform other duties upon management request; • Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. • Reports to the Division Head; • The secretaries of the Department are coordinated by the Assistant to the Head of the Department; • Acts as an interface between on a daily basis with members of the Department as well as external organizations; • In response to requests from the Director-General and/or TED Head, or proactively, informs the DG/TED Head 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	• Completes all the necessary administrative tasks in an efficient way and timely manner; • Supports staff members in planning and follow up of missions including travel arrangements, execution of IO procedures and reimbursement in a timely manner; • Manages effectively and accurately preparation and storage of documentation; • Initiates and monitors purchase requests in a timely

manner;
• Organizes and supports all logistic aspects including site accesses, meeting room booking, invitations, etc., in a timely manner.
• Acts in collaborative manner with all members of the Department.

SAP ID: 50000668

Project Construction Phase

Level of study	At least a secondary level education or equivalent vocational training
Diploma	Secretarial/Adm. Assistance field or other
Level of experience	At least 5 years
Technical experience/knowledge	– 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	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
General skills	– Good 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 & interpersonal skills and ability to work with a high level of autonomy;
Others	– Good knowledge of MS Word, Excel, Power Point and Adobe Acrobat, and SAP or similar software.
Languages	English (Fluent) French (Basic)

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