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JOB DETAIL

Ref. IO1795 - 11/24/2016

Organizational Development HR Officer - HRD-018

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| Main job | Human Resources |
| Department | HRD / Human Resources Department |
| Section | HRD / Talent & Competencies Development Section |
| Job Family | Functional Officer - 2 |
| Application Deadline (MM/DD/YYYY) | 01/07/2017 |
| Grade | P3 |
| Direct employment | Not required |
| Purpose | <p>-To support the development and implementation of the staffing plan and manpower resourcing policy to optimize the organizational resource plan with the ITER Organization (IO) business requirements. It includes the development and implementation of a competency model, a skills and competencies data base, review of job classifications, job description data base and job assessments.</p> <p>-To contribute to the development and implementation of a system for reorganization, redeployment of competencies and internal mobility.</p> <p>-To produce reports and coordinate some tasks within the Talent and Competencies Development team.</p> <p>-To participate in the improvement and execution of selection processes for IO and non-IO staff.</p> <p>-To conduct HR process studies and benchmarking.</p> |
| Main duties / Responsibilities | <p>-Develops and implements an updated competency model and inventory;</p> <p>-Coordinates and contributes to the development and the implementation of skills and competencies data base based on current and future requirements of the ITER project, managed with the support of a dedicated HR Information System;</p> <p>-Reviews and updates when necessary the job classification of ITER jobs and maintains the job descriptions data base;</p> <p>-Reviews and updates job descriptions in support to technical departments/offices according to the job classification and required skills/competencies ; mitigating potential organizational risks like overlaps between technical departments;</p> <p>-Supports and advises managers and staff members on staff mobility or job analysis in the context of contract renewals;</p> <p>-Supports the implementation of new organizational structures when necessary, updating the job descriptions database accordingly;</p> <p>-Contributes to update and improvement of the HRIS tools related in particular to competencies, job descriptions and mobility;</p> <p>-Prepares regular reports and statistics for their scope of activity;</p> <p>-Contributes to the development of HR policies and HR projects (e.g. job classification, internal mobility, recruitment, competencies, etc.);</p> <p>-Ensures HR processes of the Talent and Competencies Development Section are consistent with ITER's quality requirements;</p> <p>-Benchmarks regularly other international organizations to propose the implementation of best practices for his/her scope of work;</p> <p>-Performs other duties in support of the project schedule;</p> <p>-Performs other duties upon management request, as necessary;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the Talent and Competencies Development Section Leader;</p> <p>-May act as interface with consultants or HR experts;</p> <p>-Interacts with all members of the HR team and also</p> |

My space

 See jobs

My job alert

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| | technical units of the ITER Organization; |
| Measures of effectiveness | <p>-In response to requests from the Director-General and/or Human Resources Department Head, or proactively, informs the DG/ Head of HRD 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.</p> <p>-Develops and maintains effectively the management of competencies model, inventory and job descriptions data base;</p> <p>-Reviews and assesses job descriptions within the defined schedule to support recruitments or contract renewals;</p> <p>-Manages efficiently requests of mobility and reorganizations;</p> <p>-Issues accurate statistics and documents on time;</p> <p>-Produces high quality reports and studies respecting deadlines;</p> <p>-Provides effective support to the Departments in terms of HR activities, with strong sense of service;</p> <p>-Successfully promotes a good work and team spirit.</p> |
| | Project Construction Phase |
| Level of study | Master or equivalent degree |
| Diploma | Business Admin, HR Management, relevant discipline |
| Level of experience | At least 8 years |
| Technical experience/knowledge | <p>-A second degree in science or engineering would be considered an advantage;</p> <p>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree</p> |
| Social skills | <p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p> <p>Good negotiation skills</p> |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook) |
| General skills | <p>-At least 8 years of progressively responsible experience in competencies management, job mapping and analysis, Human Resources Management or a related area at the international level as a HR consultant or officer;</p> <p>-Experience with the design, implementation and maintenance of a competency model and system is desirable;</p> <p>-A good knowledge of technical and/or scientific environments and jobs is desirable;</p> <p>-HR Project Management experience is required.</p> <p>-Excellent negotiation skills and ability to communicate efficiently at all levels;</p> <p>-Strong sense of service;</p> <p>-Proactive and autonomous in his/her scope of work;</p> <p>-Rigorous in applying quality control processes;</p> <p>-Proven tact in dealing with sensitive matters;</p> |
| Others | <p>-Good command of Microsoft Office Package;</p> <p>-Mastery of at least one HR software is required, preferably linked to competencies management; HR Information Systems knowledge, similar to SAP would be considered as an advantage.</p> |
| Languages | English (Fluent) |