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JOB DETAIL

Ref. IO1714 - 5/26/2016

Human Resources Assistant - TCWS-029

Main job	Human Resources
Department	HRD / Human Resources Department
Section	HRD / Remuneration, Performance & Employment Section
Job Family	Clerical Support
Application Deadline (MM/DD/YYYY)	06/19/2016
Grade	G2
Direct employment	Required
Purpose	[Job offer for 3 year contract]

-To provide support to the Remuneration, Performance & Employment Section, Human Resources (HR) Department on HR administration and related staff services. In particular, the job has a key front-office role in ensuring to some IO Staff categories not funded by the ITER Organization (IO)- Central Team (CT) (e.g. Tokamak Cooling Water Systems (TCWS)), and appropriate information and support on HR related matters.

-Provides information and support to TCWS team on HR administration and performance management processes in particular;

-Welcomes newcomers and provides information on statutory entitlements, including the determination of these entitlements;

-Provides general information and support on ITER Organization insurance and pension scheme matters;

Main duties / Responsibilities

-Processes payments/reimbursement requests for relocation expenses to staff and/or external suppliers, upon taking up duty or termination of service;

-Drafts contracts of employment based on existing templates;

-Updates the Information System HR database for all administrative matters, including family status, entitlement to allowances, social insurance and pension affiliations;

-Provides support to the monthly processing of payroll;

-Registers, maintains and follows up on data related to absences administration, including leave, overtime, on call duty, etc.;

-Prepares employment statements and income declarations;

-Supports the verification and reimbursement of mission expenses;

-Follows up on the procedure of termination of service and departure from the ITER Organization;

-Follows up on the administrative performance management processes including probation period and annual performance review and rewards;

-Maintains and updates staff personal files;

-Prepares reports within the scope of the job;

-Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;

-Performs other duties upon management request, as necessary;

-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

-Reports to Remuneration Performance & Employment Section Leader;

-Interfaces and supports on a daily basis with Tokamak Cooling Water Systems Team staff members and other IO staff;

-Liaises with the Compensation and Benefits Coordinator;

-Liaises with the staff of the Talent and Competencies Development Section;

-Responds to requests from the Director-General/ Head of HRD and proactively informs the Head of HRD of any

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	important issue that cannot be handled by the concerned line management, that may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	-Provides efficient and high quality service to the Human Resources Department; -Provides timely, high quality and accurate HR administrative support to the Tokamak Cooling Water Systems Team staff; -Completes other duties/tasks accurately and in a timely manner, in accordance with IO rules, regulations, policies, procedures and processes; -Establishes a good collaborative attitude and relationship with other staff members of the Human Resources Department as well as the other Departments.
	Project Construction Phase
Level of study	Two years post-secondary education
Diploma	Human Resources, Business Administration or other
Level of experience	1 to 2 years
Technical experience/knowledge	-First experience in a Human Resources function for an international organization/project; -Experience in implementing HR policies and procedures (e.g. administration of compensation and benefits, social insurance, time management, diverse working patterns, performance management, resources planning); -Experience in written communication in English.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) SAP
General skills	- Proactive with a demonstrated ability to produce good quality results; -Good organization skills and ability to set priorities and meet deadlines; -High level of reliability, discretion, and confidentiality in handling documents; -Excellent communication skills; -Client-Service oriented;
Others	-Good command of the Microsoft Office package; -Experience in working with HR IT Systems, and in particular SAP, would be an advantage.
Languages	English (Fluent)