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## JOB DETAIL

Ref. IO1854 - 6/16/2017

## Protocol Administrator - CAB-007

**Main job** Generalist in Business Administration**Department** CAB / Cabinet of the Director-General**Job Family** Functional Assistant - 2**Application Deadline  
(MM/DD/YYYY)** 07/30/2017**Grade** G4**Direct employment** Not required

**Purpose** To support the Cabinet of the Director-General (CAB) in all activities related to the visits of distinguished visitors (VIPs) to the ITER site and to the IO headquarters;  
 -To facilitate other protocol requirements for the ITER Organization's Director-General high level meetings.  
 -To Support CAB in performing other administrative or technical activities and missions as required.

**Main duties / Responsibilities** -Plans, coordinates, executes and supervises tailor-made programs for the official VIP visitors (external visitors of significant importance or influence for the ITER project who command special treatment);  
 -Manages all aspects of the presence of the distinguished visitors on the IO site, from protocol to logistics and communication adjusting to changes when necessary and ensuring the timely involvement of the relevant IO staff and units;  
 -Coordinates when necessary with external partners (Domestic Agencies, local authorities, etc.) to ensure the success of the visit and maintain high reputation for the IO;  
 -Ensures monitoring and follow-up of the visits in order to keep a record and benefit from the return of experience;  
 -Serves as single point of contact within IO with regards to protocol issues and the organization of the VIP visits and events;  
 -Applies protocol rules and contributes proactively to the preparation of the ceremonies in which the IO DG, the DDGs and the top management take part;  
 -Manages contacts and correspondence with VIP visitors and liaises with external counterparts (agencies, diplomatic missions, government departments, institutions) to ensure a consistent high-quality service;  
 -Anticipates and implements security measures to support and protect the VIP visitors in collaboration with the Safety Department;  
 -Coordinates closely and in advance with the DG personal assistant where the IO DG or his representative is expected to have an official role or to host the event;  
 -Ensures that no clashes or overlaps occur with regards to other major events or visits within IO;  
 -Plans in advance an indicative schedule for VIP visits and updates it regularly;  
 -Supports the implementation of IO VIP visit procedures and tools and suggest potential improvements when necessary;  
 -Performs other duties in support of the project schedule;

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

-Reports to the Head of the Cabinet of the Director General;  
 -Acts as an interface on a daily basis between members of the Cabinet of the Director General as well as external organizations;  
 -Interacts with relevant IO staff, the DG Secretariat, Security, COM/JVT, AIF, F4E, ORAP and other ITER Project stakeholders;  
 -In response to requests from the Director-General or proactively, informs the DG 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.

-Provides efficient and high quality service to the Head of Cabinet meeting deadlines;  
 -Constantly looks to raise the reputation and positive image of the IO, through quality of service and good communication;  
 -Establishes a good collaboration attitude with all members of the CAB and IO in general;  
 -Demonstrates excellent organizational skills and co-ordination skills with the ability to set priorities and meet

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RSS See jobs

My job alert

deadlines.

Project Construction Phase  
SAP ID :50000008

<b>Level of study</b>	Bachelor or equivalent degree
<b>Diploma</b>	Communication, administration, or related area
<b>Level of experience</b>	At least 5 years
<b>Technical experience/knowledge</b>	<p>-At least 5 years' experience in administration, international relations and event coordination in an international environment;</p> <p>-Good experience in speaking and writing accurately and effectively to others, exhibiting interest in having two-way communication and demonstrating openness in sharing information and keeping people informed;</p> <p>-Experience in achieving goals with colleagues; solicits input by genuinely valuing others' ideas and expertise.</p> <p>-Degree/equivalent training in International relations or/and Protocol would be 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>
<b>Social skills</b>	<p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p>
<b>Specific skills</b>	MS Office standard (Word, Excel, PowerPoint, Outlook)
<b>General skills</b>	<p>-Analytical and synthetic skills to comprehend and realize or conduct independent research and summaries about visitors and visit contexts. Ability to identify issues, formulate opinions, make conclusions and recommendations;</p> <p>-Ability to work towards defined goals with a high level of autonomy;</p> <p>-Demonstrated ability to produce high quality results;</p> <p>-Strong interpersonal skills to work effectively in an international environment;</p> <p>-High level of reliability, discretion, and confidentiality in handling documents.</p>
<b>Others</b>	<p>-Working knowledge of French (written and spoken) would be an advantage;</p> <p>-Ability to speak further languages of the ITER member countries would be an advantage.</p>
<b>Languages</b>	English (Fluent)

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