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JOB DETAIL

Ref. IO1885 - 8/31/2017

Human Resources Officer HRD-017/022

Main job Human Resources

Department HRD / Human Resources Department

Section HRD / Remuneration, Performance & Employment Section

Job Family Functional Officer - 1

Application Deadline (MM/DD/YYYY) 10/15/2017

Grade P2

Direct employment Required

Purpose Human Resources Officers (2 Positions) are required for the following areas of expertise:

- Compensation and Benefits:
 - To ensure execution, internal control and compliance to the Staff Regulations and HR procedures over staff benefits, statutory entitlements, payroll and proper contract management administration;
 - To assess and manage requests related to special working conditions and work patterns for individual staff and teams (e.g. shift-work, night work, overtime, on-call duty), including compensation provisions and regular reporting;
 - To follow up on service contracts and policy covering pension, medical, life and invalidity insurance, including service level and cost effectiveness analysis;
 - To monitor, report and advise on necessary adjustments of the HR Department (HRD) budget.

- Performance Management:
 - To oversee implementation of the ITER Organization (IO) performance management policy, including probations, objective setting, mid-year and annual performance reviews, personal improvement plans, as well as rewards and recognition;
 - To build a performance management culture with shared standards, tailored to the needs of an evolving matrix organization;
 - To contribute to the assessment of the development and the quality of relevant Key Performance Indicators (KPIs) for departments and positions, in line with annual work plans and project schedule;

Main duties / Responsibilities

- To coordinate information and training programs and conduct management workshops, independently or with specialized external consultancy services, on performance management topics.

Both positions work closely with the Section Leader to shape, develop and deliver high quality and efficient HR services which effectively support the IO in its goals:

Initiates and follows up on HR policy improvement and review for the area of expertise, to consider the evolving needs of the ITER project, in partnership with IO management;

Plans and manages HR projects for the area of expertise, including the supervision of assigned external consultants, as required;

Assesses and advises on actions for complex and difficult cases, escalates issues for decision to the line management;

Drafts HR policies, procedures and guidelines;

Prepares reports for management, analyzing results and presenting information and recommendations for decision-making;

Assesses HR process automation needs and evolution, aligning IO processes to best practice and liaising with the IT team on HRIS development and implementation;

Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own domain of expertise, cooperating closely with other HR areas of expertise;

Performs other duties in support of the project schedule;

May be requested to be part of any of the project/construction teams and to perform other duties;

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

Measures of effectiveness

Reports to the Remuneration, Performance and Employment Section Leader;

Interacts and liaises with the Talent and Competencies

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Development Section;
Interacts with staff and managers, as well as Domestic Agencies and external service providers;
Responds to requests from the Director-General/ Head of HRD and proactively informs the Head of HRD of any important issue that cannot be handled by the concerned line management that may jeopardize the achievement of the Project's objectives.

Ensures proper analysis, development, implementation, interpretation and application of policies and procedures, consistent with the Staff Regulations;
Provides accurate and high quality deliverables within the defined deadlines;
Ensures an efficient and high quality service to managers and staff;
Establishes excellent professional collaborative relationships both within and external to the IO;
Achieves satisfactory audit reports following internal or external audits.

Project Construction Phase

Level of study	Master or equivalent degree
Diploma	Business Admin., HR, Org. Development or relevant
Level of experience	At least 5 years
Technical experience/knowledge	<ul style="list-style-type: none"> - At least 5 years' relevant HR experience gained in an international organization, complex technical project or in an HR consultant role; - Proven track record in developing and operating in all aspects of at least one area of expertise; - Experience in drafting policies, procedures, reports related to an area of expertise; - Experience in change management or leading HR improvement projects. <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	Ability to work in a team and to promote team spirit
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<ul style="list-style-type: none"> - Proactive with a demonstrated ability to produce high quality results; - Excellent planning skills and ability to respond effectively to changing priorities; - Ability to manage high volume workload, to work under pressure and meet deadlines; - Strong analytical skills and attention to detail; - Excellent interpersonal, communication and listening skills; - Client-Service oriented; - High level of discretion and confidentiality; - Ability to work autonomously with minimal management guidance/supervision; - Ability to work with integrity, commitment and respect for diversity in a multi-cultural environment.
Others	Hands-on knowledge and experience with HR systems and databases, in particular SAP and/or Success Factors.
Languages	English (Fluent)

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