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## JOB DETAIL

Ref. IO2056 - 12/10/2018

### Recruitment & HR Administrator HRD-014

**Main job** Human Resources

**Department** HRD / Human Resources Department

**Section** HRD / Talent & Competencies Development Section

**Job Family** Functional Assistant - 1

**Application Deadline  
(MM/DD/YYYY)** 01/15/2019

**Grade** G3

**Direct employment** Required

**Purpose** To provide administrative support to the Talent and Competencies Development (TCD) Section in particular for recruitment of ITER Organization (IO) staff and development of reports.  
To contribute to other type of activities such as recruitment of interim staff and personnel administration tasks within the Human Resources Department (HRD).  
To contribute to maintain related process and tools.

**Main duties / Responsibilities**

- Contributes to the recruitment process for the defined scope, including proof-reading vacancies, filling in job offers in the recruitment software, organizing candidates' interviews, until new staff members' arrival;
- Communicates about the recruitment process with the selection boards to ensure they respect the process and the deadlines;
- Provides end-to-end support to hiring managers on recruitment from developing the screening criteria, competency based assessment, participating in panel interviews and reviewing the interview report;
- Applies best practices at each step of the selection as defined in documents of references and TCD recruitment workshop documentation;
- Contributes to improving IO job opportunities and visibility, in particular by using social media (e.g. LinkedIn) to promote employer branding and recruitment campaign;
- Manages interim requests, procurement process and other related administrative documents, preparing arrivals and departures;
- Prepares contracts for IO staff and non-IO staff members;
- Updates regularly progress reports and prepares periodical/ad hoc reports for the defined scope of activities;
- Contributes to the development and the implementation of HR IT solutions, follows-up, and trains new users when necessary;
- Contributes to the quarterly update of the IO organisation chart;
- Follows up on IO managers, staff and interim staff requests related to the scope of work and supports the HRD with regard to the needs of technical units, providing advice and ensuring that each specific request is addressed in accordance with IO staff rules and internal regulations;
- May be requested to support any of the project/construction teams and to perform other duties in support of the project schedule;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct.

**Measures of effectiveness**

- Reports to Talent and Competencies Development Section Leader;
- In response to requests from the Director-General and/or Human Resources Department (HRD) Head, or proactively informs the Director-General/ Head of HRD of any important and urgent issues that cannot be handled by the concerned line management and which may jeopardize the achievement of the Project's objectives.

- Provides accurate and high quality staffing and recruitments reports and statistics within the defined schedule;
- Completes recruitments of IO staff and interim staff and issues requested administrative documents accurately and in a timely manner;
- Respects procedures as defined and detailed in the existing quality documentation;
- Provides efficient and high quality service to the team, managers & IO staff for his/her scope of work;
- Establishes a good collaborative attitude and relationship with all staff members of the Human Resources Department, as well as with other Departments

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|                                       |  |
|---------------------------------------|--|
| <b>Level of study</b>                 | Bachelor or equivalent degree  |
| <b>Diploma</b>                        | Human Resources, Business Administration   |
| <b>Level of experience</b>            | At least 3 years   |
| <b>Technical experience/knowledge</b> | <ul style="list-style-type: none"><li>- At least 3 years' experience in recruitment within an international environment;</li><li>- Experience to contribute to the employer branding, identify, attract and select talents to place them into positions to address organizational needs in term of business, diversity and inclusion;</li><li>- Experience in ensuring the communication, respect and compliance with applicable legal requirements within a scientific environment or a construction/project-based structure;</li><li>- Experience in writing in English high quality documents is considered as an advantage.</li></ul>  |
| <b>Social skills</b>                  | Ability to work effectively in a multi-cultural environment<br>Ability to work in a team and to promote team spirit  |
| <b>Specific skills</b>                | MS Office standard (Word, Excel, PowerPoint, Outlook)<br>SAP   |
| <b>General skills</b>                 | <ul style="list-style-type: none"><li>- Proactive with a demonstrated ability to produce high quality results;</li><li>- Excellent organization skills and ability to respond effectively to changing priorities;</li><li>- High level of reliability, discretion, and confidentiality in handling HR documents;</li><li>- Ability to manage high volume workload, to work under pressure and meet deadlines;</li><li>- Client-Service oriented, with excellent listening skills to adjust communication content and style to deliver messages;</li><li>- Ability to work with high commitment, integrity, high standards of team mindset, trust, excellence, loyalty and respect for diversity in a multi-cultural environment.</li></ul> |
| <b>Others</b>                         | <ul style="list-style-type: none"><li>- Knowledge of the host language (French) would be an advantage.</li><li>- Good command of the Microsoft Office package;</li><li>- Experience in working with HR IT Systems, and in particular SAP &amp; Success Factors, would be an advantage.</li></ul>   |
| <b>Languages</b>                      | English (Fluent)<br>French (Basic)   |

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