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JOB DETAIL

Ref. IO2049 - 11/30/2018

HR Partner HRD-024

Main job Human Resources

Department HRD / Human Resources Department

Section HRD / Remuneration, Performance & Employment Section

Job Family Functional Assistant - 1

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

Grade G3

Direct employment Not required

Purpose To provide a customer focused and efficient Human Resources (HR) service to the ITER Organization (IO) and its staff.
To contribute to the development and/or improvement of HR administrative procedures and policies, as well as to HR process automation.

Main duties / Responsibilities

- Provides information to newly hired staff and answers general staff queries on IO conditions of employment and HR policies, directing staff issues and more complex queries to the appropriate HR Officer or to the line management;
- Assists in the preparation of the monthly payroll, in particular creating and maintaining staff files and system records, contributing to the regular payroll process;
- Registers, maintains, verifies and follows up on data and information for all payroll related matters, in particular for the entitlement to social and family allowances, social insurance and pension affiliations, claims and declarations;
- Registers, maintains and follows up on data related to time administration, including absences, overtime, on-call duty and other working patterns, as required;
- Follows up and registers data related to medical examinations;
- Administers end of employment checks as per the established departure procedure;
- Ensures document filing – paper and electronic – is kept up to date, filed and archived;
- Contributes to the assessment of HR process automation needs and evolution, HR Information System (HRIS) development and implementation of self-service functionalities for the staff, including user acceptance testing;
- Prepares statistics and reports within the scope of the job;
- Provides back-up support to other colleagues of the team, as required;
- Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own area of work, cooperating closely with other HR areas;
- 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 Remuneration Performance & Employment Section Leader;
- Works closely with the Compensation and Benefits Coordinator and liaises with the staff of the Human Resources Department;
- Liaises with the CEA medical center, occupational doctor, infirmary, and Safety Department on occupational health related matters;
- 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.

- Delivers efficient HR services by ensuring high quality, accuracy and guaranteeing an equal and fair treatment of staff;
- Ensures compliance to the Staff Regulations, applying consistently HR policies, internal procedures and processes;
- Provides accurate and high quality documents, reports and statistics within the defined schedule;
- Communicates clearly and effectively with staff at all levels, in a friendly and professional manner;
- Establishes good work relations and a collaborative attitude with all staff members of the Human Resources

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Department, as well as a client-oriented approach with the staff of other Departments, consistent with the IO project values.

Level of study	Two years post-secondary education
Diploma	Human Resources, Finance, Business Administration
Level of experience	At least 3 years
Technical experience/knowledge	<ul style="list-style-type: none">– At least 3 years’ of relevant professional experience in a Human Resources function within an international or complex technical or scientific environment;– Experience in implementing HR policies and procedures, such as payroll administration, time management, statutory entitlements, social insurance and other financial staff benefits;– Experience in managing and producing numerical and analytical data and documents. <ul style="list-style-type: none">– 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.
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	<ul style="list-style-type: none">– Proactive with a demonstrated ability to produce high quality results;– Able to work efficiently autonomously with excellent organization skills and ability to respond effectively to changing priorities;– Ability to manage high volume workloads, to work under pressure and meet deadlines;– Client-Service oriented, with excellent listening skills to adjust communication content and style to deliver messages;– High level of discretion and confidentiality in dealing with staff issues and handling personal documents;– Ability to work with high commitment, integrity, high standards of team mindset, trust, excellence, loyalty and respect for diversity in a multi-cultural environment.
Others	<ul style="list-style-type: none">– Thorough knowledge of the Microsoft Office package;– Hands-on knowledge and experience with HR IT Systems and databases, SAP HCM and/or Success Factors modules.
Languages	English (Fluent)

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