Job Title: Human Resources Administrative Assistant IO0964

Req ID **1362** - Posted **06/03/2020** - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations** - **New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

Application deadline: 19/04/2020
Domain: Corporate
Department: Human Resources
Section: Talent Management
Job Family: Organizational Support
Job Role: Functional Assistant - 1
Job Grade: G3
Language requirements: Fluent in English (written & spoken)
Contract duration: Up to 5 years

Purpose

To support the execution of internal mobility, contract renewal and performance management processes, in line with the established rules and internal procedures;
To contribute to the update of relevant Human Resources (HR) documents, as well as to process automation.

Background

The Talent Management (TM) section provides HR services to staff and managers, ensuring compliance to the Staff Regulations of the ITER Organization and its implementing rules, in the area of Recruitment, Mobility, Performance Management, and Staff & Organization Development.

Major Duties/Roles & Responsibilities

- Develops and maintains step by step process tracking of mobility requests, renewals and contract termination, in line with the established internal procedures and deadlines;
- Maintains up to date all progress tables related to mobility and contract renewals;
- Ensures the organization and follow up of job assessment committee meetings, in particular for grade reviews;
- Provides support for the implementation of ITER Organization internal mobility and changes to job assignments, by organizing meetings and following up on actions;
- Supports the preparation and implementation of performance management activities for probationary periods, appraisals and objective settings campaigns;

- Prepares regular reports and statistics on contract renewal and performance management;
- Ensures the accurate update of HRIS databases and electronic files on contract data, maintaining up to date electronic document filing;
- Provides information to staff and managers on questions related to TM activities, directing complex queries to other HR staff when necessary;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, week-ends and public holidays.

Measure of Effectiveness

- Maintains accurate and up to date progress reports within the defined timeline;
- Provides accurate and high quality documents (charts, presentations, etc.) and statistics within the defined schedule;
- Ensures compliance to the Staff Regulations, applying consistently HR policies, internal procedures and processes;
- 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 Department, as well as a client-oriented approach with the staff of other Departments, consistent with the IO project values.

Experience & Profile

- *Professional Experience:*
    - At least 3 years' experience of providing HR or administrative services within an international organization or complex technical or scientific environment.
- *Education:*
    - At least a two-year post-secondary degree or equivalent in Human Resources, Business Administration or other relevant discipline;
    - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- *Language requirements:*
    - Fluent in English (written and spoken).
- *Technical Competencies:*
    - Experience in employment contracts management, data crunching and HR Administration;
    - Knowledge and understanding of employment regulations and working conditions;
    - Ability to ensure accurate application of the Staff Regulation of the ITER Organization;
    - Ability to manage pressure and define priorities;
    - Ability to collect data to support policies & procedures;
    - Extensive experience in using Microsoft pack-office (XLS, Word, Outlook, Power-Point);
    - Good-level HRIS use and producing of reports, with practical work experience in SAP-HCM and/or SAP Success Factors to be considered as an advantage.
- *Behavioral Competencies:*
    - Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;

- Communicate Effectively: Ability to manage confidential information, being discrete and adjusting communication content and style to deliver messages to work effectively in a multi-cultural environment;
- Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
- Manage Complexity: Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals;
- Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

The following important information shall apply to all jobs at ITER Organization:

- 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;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by lline management and that may jeopardize the achievement of the Project's objectives.