

# Job Title: Assistant or Secretary IO0995

Req ID 1200 - Posted 03/02/2020 - (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 building the ITER Tokamak. We require the best people in every domain.

The purpose of the **Internal Administrative Circular No 13 - Implementation of the Rules of Appointment of Staff Members of the ITER Organization (2MKRR9)** is to detail and specify the implementation of some points of the Staff Regulations of the ITER Organization regarding Article 4. The principle of transparent competition (whether internal or external) for recruiting staff members is recognized to be the most relevant way to hire “the best candidate” for any position, in particular in an international environment.

Internal Competitions are organized according to Article 4.4 of the Staff Regulations. Except for publication (which is done only on the internal job portal) and interviews (which will be face-to-face since internal candidates are on site), the other steps in the recruitment process are similar to those described in the Recruitment Process Guidelines.

**Application deadline:** 01/03/2020

**Domain:** Director-General

**Department or Division To be Defined**

**Job Family:** Organizational Support

**Job Role: Secretary or Assistant**

**Job Grade:** G2/G3

**Language requirements:** Fluent in English (written & spoken)

## Purpose

---

*Up to 4 openings at Department/Office (Assistant-G3) and Division (secretary-G2) levels*

To manage a variety of administrative, secretarial, planning, and organizational tasks within the defined Department/Office or Division to support the achievement of their technical objectives.

To provide administrative support to staff members and collaborate with the other administrative assistants and secretaries ensuring continuity of service.

## Major Duties/Roles & Responsibilities

---

- Provides general administrative assistance to the Department/Office or Division Head, interfacing in particular with the Human Resources, Finance & Procurement, Project Control and IT;
- Handles agenda, arranges meetings/workshops, arranges and assembles background material for daily meetings and discussions and keeps a schedule of daily commitments;
- Provides and maintains costs and budget control for missions and conference participations;
- Produces and maintains reports to follow-up on various activities;
- Drafts technical meeting minutes and follows-up on critical issues;
- Receives, maintains, prioritizes, fills in and archives correspondence;
- Checks on accuracy and completeness of incoming documents and correspondence before passing them on to the staff or manager for action and/or information;
- Compiles and prioritizes training needs, acting as training coordinator, with the support of other Department/Office Assistants and Secretaries as necessary;
- Provides support for budget monitoring, purchase requests, purchase orders and contracts for the defined scope of responsibilities;

- Provides proper control on consistency among invoices, issues, payments in close relation with the budget Officer for the defined scope of responsibilities;
- Supports the update and implementation of quality assurance processes and procedures;
- Contributes to the preparation of presentations, documents and records/archiving as required;
- Organizes or participates in regular coordinating meetings with other secretaries and assistants, and also substitutes them as necessary;
- Welcomes and organizes the arrival of new collaborators;
- May be requested to support 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 within two hours variance (nine working hours to be defined between 8am and 7pm).

## Measure of Effectiveness

---

- Provides efficient, accurate, timely and high quality service for administrative tasks, documents, minutes, and presentations;
- Prepares the missions in a time and cost saving manner;
- Manages autonomously priorities;
- Produces ad-hoc presentations and accurate reports that are maintained up to date;
- Establishes good collaboration attitude with all colleagues, staff and within the ITER Organization.

## Experience & Profile

---

- *Professional Experience:*
  - At least 3 years' experience (5 for assistant of Department/Office Head at G3 level) in the function of secretary or assistant in a large international project, company or a complex organization.
- *Education:*
  - At least 2 years post-secondary degree (Bachelor's degree for assistant of Department/Office Head at G3 level) in the administrative or secretarial field;
  - 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);
  - Good knowledge in French (written and spoken) is considered as an asset.
- *Technical Competencies:*
  - Draft diverse and complex documents, taking into account the specificities of ITER (technical, political, etc., context);
  - Propose integrated plans taking into account different kinds of interfaces;
  - Monitor plan execution and take relevant actions;
  - Anticipate resource needs to achieve the mission or training plans;
  - Re-plan independently within the overall schedules;
  - Develop, implement improvements and optimize processes, tasks and actions;
  - Resolve challenging organizational issues or problems;
  - Excellent command of the Microsoft Office package (in particular Word, Excel and PowerPoint), SharePoint, SAP or similar ERP and LiveMeeting.
- *Behavioral Competencies:*
  - Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;

- Communicate Effectively: **Very discrete**, with the ability to adjust 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 line management and that may jeopardize the achievement of the Project's objectives.