

Job Title: Administrative Assistant IO1048

Requisition ID **3643** - Posted **12/02/2021** - (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: 19/03/2021

Domain: Director-General

Department: Office of the Director-General

Division: Legal Affairs

Job Family: Organizational Support

Job Role: Assistant

Job Grade: G3

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

As an Administrative Assistant, you will provide administrative assistance to Legal Affairs (LGA), where you will manage a variety of administrative, secretarial, planning, and organizational tasks such as meetings arrangements, calendar management, document managements, logistic supports, document drafting, etc.

Background

The Position is in Legal Affairs (LGA) within the Office of the Director-General.

LGA provides advice on all legal issues of the ITER Organization (IO). LGA ensures that the ITER Organization functions within its mandate and in accordance with international law and with Host State legislation applicable to the IO as nuclear operator in France.

LGA provides legal support on all activities of the IO, contributing to the achievement of its goal, including dealing with legal issues such as but not limited to procurement, employment, support to contractors to work on the ITER Site, privileges and immunities, health and safety, French labour law, tax law, social security law, insurance of the IO's activities.

Major Duties/Roles & Responsibilities

- Provides administrative support to the Head of LGA including calendar management and phone support;

- Handles agendas, arranges meetings/workshops, arranges and assembles background material for daily meetings and discussions and keeps a schedule of daily commitments;
- Organizes and handles legal documentations (including confidential data) and manages physical and electronic files as well as legal archives;
- Provides and maintains costs and budget control for missions;
- Provides support for the creation of purchase requests, creates purchase orders and certifies invoices under the defined scope of responsibilities;
- Support the performance Open Commitments of LGA checking contracts evolution with relevant LGA staff, proposing and implementing recovery actions when needed;
- Provides and maintains costs and budget control for Missions, Conference participations, and secretarial costs for LGA;
- Liaises with or substitutes for secretary and/or assistants colleagues to ensure continuity of activity;
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports;
- Monitors processes and schedules related the LGA's outputs, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc., while ensuring compliance with relevant legal, financial and other IO requirements;
- Generates a variety of standard statistical and other ad-hoc reports, or other documents such as minutes or presentation, using various templates and databases;
- 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, including nights, week-ends and public holidays.

Measure of Effectiveness

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

Experience & Profile

- **Professional Experience:**
 - At least 5 years' experience working as an Assistant or Secretary in an administrative or legal unit within a large international project, company or a complex organization.
- **Education:**
 - Bachelor degree or equivalent in an administrative/secretarial field or other relevant discipline (such as paralegal);
 - 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).
 - Working level in French would be an advantage.
- **Technical Competencies and demonstrated experience in:**
 - Previous experience in legal area and/ or engineering projects would be an advantage.
 - Drafting diverse and complex confidential administrative or legal documents, taking into account confidential legal framework;
 - Developing and implementing improvements and optimizing processes, tasks and actions within a secretariat;
 - Problem solving, to asses problem, identify root cause and propose practical solutions;

- Planning and schedule control of secretarial tasks, identifying steps and related timing for their executions, while managing interfaces;
- Excellent command of the Microsoft Office package (in particular Word, Excel and PowerPoint), SharePoint, SAP or similar ERP and LiveMeeting.
- ***Behavioral Competencies:***
 - Ability to work towards predefined goals with a high level of autonomy;
 - Excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines;
 - High level of reliability, discretion, and confidentiality in handling Legal Affairs documents and information;
 - Collaborate: Ability to facilitate 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 analyze 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.