

Job Title: Talent Management Officer IO0309

Requisition ID **7208** - Posted - (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.

The ITER Organization (IO) is an Equal Opportunity organization committed to diversity and inclusiveness in the workplace.

As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and backgrounds that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

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: 31/01/2024

Department: Administration Department

Division: Human Resources Division

Section: Talent Management Section

Job Family: Project Support

Job Role: Project Coordinator – 2

Job Grade: P2

Language Requirements: Fluent in English (written & spoken)

Contract Duration: Up to 5 years

Purpose

As Talent Management Officer within the Human Resources (HR), you will develop, maintain, coordinate, implement and monitor the internal mobility scheme and all associated tools and documentation, in compliance with the ITER Organization (IO) rules and regulations, within the context of an evolving project organization structure;

You will contribute to the implementation of the IO resourcing strategy and policy, including the execution of the annual recruitment plan and contract renewals;

You will manage interfaces and liaise with stakeholders to anticipate issues related to staffing, contract renewal or job descriptions reviews;

You will facilitate the development of a corporate internal mobility culture tailored to the evolving needs of the ITER Project;

You will contribute to the HR Information System (IS) modernization with the support of Information Technology (IT) partners and other HR team members to deploy best practices and support managers.

Background

The Human Resources Division contributes to the ITER Organization's strategic and operational goals by implementing a fully integrated human resources service. The Division supports the Project by leading the development of the overall strategy and policies for human resource management, managing the staffing plan based on organizational needs and forecasts, carrying out a wide range of staff services (employment contract management, mobility, training, performance review, salary, and social insurance), and contributing to strengthening the project and managerial culture. The HRD manages employee relations, valuing diversity and inclusion.

Key Duties, Scope and Level of Accountability

- Develops and coordinates the internal mobility scheme, mobilizing stakeholders to contribute efficiently to related processes;
- Prepares, implements, communicates and monitors the implementation of the internal mobility scheme ensuring equality of treatment for all IO staff taking into consideration IO diversity;
- Advises managers, follows-up and escalates when necessary on complex and sensitive cases related to internal mobility, and prepares specific letters for IO DG signature;
- Leads, manages and follow-up on outcomes of People Review;
- Liaises and works in collaboration with the Engineering Services Department to facilitate the implementation of a matrix organization, including the identification of training program facilitation the mobility of staff members;
- Develops reporting functions for managers and prepares reports and presentations on internal mobility, analyzing results and outcomes, presenting information and recommendations to management, as required;
- Oversees, modernizes and maintains HR databases and progress reports related to aforementioned activities;
- Contributes to drafting, maintaining, reviewing and improving IO HR/Talent Management (TM) policies, procedures and tools guidelines and user support documents;
- Supports and contributes to HR process automation evolution, aligning IO processes to best practices and liaising with the IT team on HRIS development and implementation;
- Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own domain of expertise, cooperating closely with other HR areas of expertise;
- Provides back-up support to other colleagues of TM, as required;
- May be requested to perform other duties in support of the project schedule;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

Measures of Effectiveness

- Produces analysis, and monitors efficiently the development and the implementation of the adopted policies and procedures, consistent with the Staff Regulations;
- Anticipates issues and proposes solutions to provides accurate and high quality deliverables within the defined deadlines;
- Provides accurate and high quality documents, reports and statistics within the defined schedule;
- Ensures an efficient and high quality communication, training, guidance and service to managers and staff;
- Establishes excellent professional collaborative relationships, as well as a client-oriented approach both within the IO and with Domestic Agencies, aligned with the IO values., consistent with the IO values;

Experience & Profile

- **Professional experience**
 - At least 5 years' experience working in Talent Management in the field of Human Resources in private or public sector.
- **Education:**
 - At least a Master's degree or equivalent in Business Administration, Human Resources 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 and demonstrated experience in:**
 - Coordinating activities, coaching and training staff in HR domains;
 - Writing skills: write and review technical documents (guidelines, circulars, etc.) in the domain of expertise, including internal circulars and policies;
 - Employment regulations and conditions: understand, develop, and ensure communication and compliance with applicable legal requirements;
 - Problem Solving: Analysing and determining root cause of problems, interacting with stakeholders to find and implement solutions based on technical HR expertise;
 - Schedule Management: developing, monitoring, executing and controlling project activities related to employee contract management;
 - Change and transformation: business change identification, development, implementation and management;
 - Internal communication and stakeholder management: promotes a positive workplace environment through effective communication;
 - Information systems: knowledge, definition and implementation of IS tools including HRIS, SAP and/or Success Factors.
- **IO Core Behavioral Competencies**
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders producing high quality results;
 - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment; High level of discretion and confidentiality in dealing with staff issues and handling personal documents;
 - Drive results: Ability to manage high volume workload, to work under pressure and to meet deadlines with high standards;
 - Manage Complexity: Excellent organization and planning skills and ability to respond effectively to changing priorities with the 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:

- May be requested to perform other duties in support of the project as defined by your line manager, and when relevant upon the request of the matrix manager;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, and ITER Values (Trust; Integrity; Excellence; Team mind set; Diversity and Inclusiveness);
- ITER Core Technical Competencies (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
 - 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
 - 2) Occupational Health, Safety & Security
 - 3) Quality Control & Quality Assurance Processes
 - Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
 - 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 or Department 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;

- For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, the possession of a driving license valid in France is required. No commuting vehicle will be provided by the ITER Organization.