

## Job Title: Deputy to the Human Resources Division Head IO0407

Requisition ID **7388** - 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:** 07/04/2024

**Department:** Administration Department

**Division:** Human Resources Division

**Job Family:** Line Management and Group Leaders

**Job Role:** Specific Role

**Job Grade:** P5/P6

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

**Contract Duration:** Up to 5 years

### Overview

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#### Do you have an interest in Human Resources Leadership?

As Deputy to the Human Resources Division (HRD) Head, you will provide expertise and support to the development of HR strategies and policies to continuously improve the level of service towards the ITER Organization (IO), IO Staff population, and serve the interest of the Project.

*The HRD supports the ITER Project by leading the development of the overall strategy and policies for human resources, managing the staffing plan based on organizational needs, carrying out a wide range of staff services (recruitment, contract management, learning and training, performance management, compensation and benefits, pension, and social insurance), and contributing to strengthening the Project and managerial culture. The HRD manages employee relations, valuing diversity and inclusion.*

**As Deputy to the HRD Head, your goals include:**

- Monitoring all activities related to health, safety, and security in close collaboration with the Safety and Security (SES) Team and all actors from the HRD;
- Acting as one of the main contact point of the Domestic Agencies for your scope of responsibilities or representing the HRD;
- Overseeing activities related to non-IO staff, and for IO staff, compensation and benefits, and employment conditions;
- Developing HRIS tools' for answering to identified Project evolution and needs;
- Modelling and implementing IO values in collaboration with the Ethics Committee and Communication Division.

**Success in this role includes:**

- Ensuring remuneration, compensation and benefits processes are implemented accurately and within the defined timeline for diverse populations;
- Reviewing, streamlining, and optimizing existing policies supporting diversity, equity, and inclusion, and taking into consideration the international nature of the ITER Project, and the independent status of the IO;
- Ensuring the HRD budget is respected, anticipating difficulties, and assigning resources to align HR staff with transversal activities;
- HRIS tools' development within the defined budget, timeline and with a reliable functioning;
- Effective communication with internal and external stakeholders according to the “one Project – one team” spirit;
- Propagation and adherence to administrative rules and Management & Quality Program (MQP) standards for the defined scope of responsibilities.

## **Key Duties, Scope, and Level of Accountability**

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**Primary Responsibilities:**

- Leads, develops, and implements HR policies and procedures for continuous improvement of HR processes, as well as proposes and contributes to the updates of Staff Regulations and related circulars, with the objective of optimizing practices and policies;
- Oversees and owns the HRIS, contributing to and promoting the development, digitalization and implementation of integrated HR processes, in close collaboration with the Human Resources process owners and the Information Technology team;
- Coordinates activities related to health and safety, in setting clear standards for enforcing a healthy work environment, and promotes best practices across the Project;
- Provides leadership and manages the HR Services Section, ensuring team members are motivated and constantly developing their skills and experience;
- Provides advice to the Head of Division and deputizes the HRD;
- Develops new schemes, leads, manages, and updates strategies and schemes for external workforce (such as non-ITER staff, including ITER Project Associates (IPA), interim staff, interns, etc.);
- Monitors compensation, payroll and benefits activities, and employment contract administration and proposes new schemes for attracting and retaining IO staff.

**Additional Responsibilities:**

- Proposes and oversees the implementation of innovative best practices and adapted programs to meet Project requirements in collaboration with representatives of the Domestic Agencies, such as schemes and tools while guaranteeing optimization of IO budget;
- Coordinates the planning, anticipation of needs, monitoring of the HRD budget, reviewing reports and proposing adjustments as necessary in collaboration with financial team;
- Partners with colleagues from Finance and Project Control Division, Pension and Social Insurance Advisory Board, Staff Committee and as necessary with Committee for Health and Safety and to improve the IO pension fund scheme and manage the IO Health Care Coverage;
- Prepares and/or reviews analyses, benchmarks and presentations for senior management, ITER Council, as well as Management Advisory Committee, Financial Audit Board, Management

Assessment etc.;

- Answers to queries, tracks records, and provides guidance to IO staff members, line management, and external stakeholders for anticipating or solving issues and builds and maintains relationships with internal and external stakeholders.

## Experience & Profile

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- ***Demonstrated experience and technical competencies in:***
  - **Minimum** 15 years' experience in Human Resources Information Systems, Human Resources Project Management, or Human Resources Business Administration in multicultural environments.
  - **Essential competencies and experience** required for success in the role:
    - Project management related to Human Resources, from specifications to its implementation within a defined budget, cost scheduling and control, writing and/or reviewing documents (procurement/IT strategy papers, financial papers, ...);
    - Defining strategic direction to design and implement content of technical and organizational elements to increase the overall efficiency of the organization for working conditions, compensation and benefits, medical coverage, etc.;
    - Developing and ensuring communication in respect and compliance with applicable rules and legal requirements;
  - **Advantageous competencies and experience:**
    - Team Building and Management: providing leadership, work direction and ensuring development of competencies for a multicultural team, including coaching team members and developing their competencies;
    - Producing and analyzing statistics based on data crunching and benchmarks;
    - Developing, writing, and revising HR policies, circulars, guidelines, and reports;
    - HRIS tools and IT skills consistent with managing Human Resources activities in a complex project;
    - Organizational savvy: Ability to maneuver comfortably through complex policy, process, and people-related organizational dynamics;
    - Situational Adaptability: Ability to adapt approach and demeanor in real time to match the shifting demands of different situations.
- ***Education:***
  - **Essential:** Master's degree in public or business administration, international human resources management, or related areas such as education or social sciences, or other relevant discipline;
  - *The required education degree(s) may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.*

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### ***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.