

Job Title: Recruitment & Staffing Administrator IO1122

Requisition ID **7207** - 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: Functional Support – 3

Job Grade: G3

Language Requirements: Fluent in English (written & spoken)

Contract Duration: Up to 5 years

Purpose

As a Recruitment & Staffing Administrator, you will provide administrative support to the Talent Management (TM) Section in particular for managing recruitment process of ITER Organization (IO) staff. Additionally, you will follow up on the staffing and resources plan of the ITER Organization (IO) in alignment to the business requirements and organization development strategy for the defined scope of responsibility;

You will contribute to other type of activities within the Human Resources Division (HRD), such as selection and recruitment of interns, post-docs, etc.; as well as contribute to maintain and improve related processes and tools.

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

- Implements the established recruitment process using the recruitment Human Resources Information System (HRIS), organizing candidates' interviews, until the acceptance of the job offer and definition of the starting date, for the defined scope;
- Communicates on the recruitment process with the selection board ensuring the transparency and the timely decision making process;
- Provides end-to-end support to hiring managers on recruitment from developing the screening criteria, competency based assessment, participating in panel interviews, and reviewing the interview report;
- Applies best practices at each step of the selection as defined in documents of references and TM recruitment workshop documentation;
- Supports the update and implementation of reviewed organizational structure, as required;
- Supports the update of the recruitment plan, preparation of regular reports and statistics related to recruitment and staffing from various sources and present o diverse audiences as requested,
- Contributes to improving IO job opportunities and visibility, in particular by using social media (LinkedIn) to improve job site visibility;
- Contributes to the development and implementation of updates and improvements of the HRIS solution related to recruitment and staffing, follows-up and train new users when necessary;
- Updates progress reports and prepares periodical/ad hoc reports for the defined scope of activities;
- Prepares monthly HR statistics and share with relevant audiences including Domestic Agencies;
- 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

- Provides accurate and high quality staffing and recruitments reports and statistics within the defined schedule;
- Completes recruitments and issues requested administrative documents accurately and in a timely manner;
- Follows procedures as defined and detailed in the existing quality documentation;
- Provides efficient and high quality service to the team, managers & IO staff for scope of work;
- Establishes a good collaborative attitude and relationship with all staff members of the Human Resources Division, as well as with other units..

Experience & Profile

- **Professional Experience:**
 - Minimum 2 years' experience working in the field of Human Resources in public or private sector.
- **Education:**
 - Bachelor degree or equivalent in Business Administration, Human Resources Management, Psychology 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:**
 - Managing complex procedures and interacting with various audiences at different levels;
 - Recruitment, diversity and staffing: develop, identify, attract, and select talent to place in positions to fill organizational needs in business, diversity and inclusion;
 - Problem solving: assess problems, identify root causes, and reach practical solutions to reach project objectives;
 - At least one HR Information System, such as Success Factors and SAP;
 - Organizational management, recruitment and internal mobility management is highly desirable;
 - Technical and/or scientific environments and jobs is desirable.
- **IO Core Behavioral Competencies:**
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
 - Communicate Effectively: 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 define 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.



china eu india japan korea russia usa

Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

Human Resources Partner

IO1122

Unit of Assignment (Department/Office, Program, Project; Division; Section; Group):
Administration Department, Human Resources Division, Human Resources Services Section

Grade: G3
Job Family: Project Support
Benchmark Role: Functional Support 2

Date Written: February 2024

Date Revised:

Overview

Do you have an interest in employment procedures and conditions? Join our Human resources Services Section (HRS), focused on providing high level service and support to the ITER Organization (IO) and its staff, ensuring compliance to the Staff Regulations of the IO, implementing rules, as well as coordinating other Non-IO staff schemes and policies.

As a Human Resources Partner, your goals include to act as a point of contact, in close cooperation with the Compensation and Benefits Coordinator, regarding IO staff questions on entitlements, working conditions, contractual, and other employment-related matters.

To contribute to the development and/or improvement of HR administrative procedures and policies, as well as to HR process automation.

Success in this role includes:

- Communicating and collaborating with colleagues and staff at all levels across IO to deliver efficient HR services and guarantee the equal and fair treatment of staff;
- Ensuring compliance with the Staff Regulations by consistently applying HR policies, internal procedures and processes as required;
- Ensuring accurate data input and archiving, and producing high quality documents, reports, and statistics within the defined schedule.

Key Duties, Scope, and Level of Accountability

Primary Responsibilities:

- Acts as one of the first points of contact for staff questions on employment conditions, HR administrative procedures, contractual matters and entitlements, directing staff issues and more complex queries to the appropriate HR staff or to the line management;
- Follows up on job offers after acceptance and the onboarding process, by liaising with successful candidates on all matters relating to their appointment prior to their start of employment;
- Supports the on-site induction process on compensation and benefits matters for newly recruited staff;
- Prepares and manages contracts of employment and related documents;
- Assesses entitlement to benefits, including social and family allowances, and carries out data input, ensuring data integrity;

Additional Responsibilities:

- Follows up on social insurance and pension affiliations, claims and declarations;
- Supports time and absences administration, including overtime, on-call duty and other working patterns, as required;
- Administers end of employment checks as per the established departure procedure;
- Contributes to the assessment of HR process automation, HR Information System (HRIS) development and implementation proposing changes and enhancements, as required, to ensure they remain efficient and reliable;

Experience & Profile

- ***Demonstrated experience and technical competencies in:***
 - **Minimum** 3 years' experience in providing Human Resources services and support to expatriated staff;
 - **Essential competencies and experience** required for success in the role:
 - Employment regulations and conditions: management of legal aspects of employment relationships, in compliance with applicable requirements;
 - Compensation, payroll, and benefits: managing and administering employee compensation, payroll, and benefits programs in compliance with HR policies and processes;
 - Customer focus: building customer relationships through communication and delivering data-based customer-centric solutions.
 - **Advantageous competencies and experience:**
 - HRIS, with practical work experience in SAP-HCM and/or SAP Success Factors;
 - Microsoft Office (Word, Excel, PowerPoint, Outlook).
- ***Education:***
 - **Essential:** Bachelor degree or equivalent in Human Resources, Finance, Business Administration field 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.*
- ***Language requirements:***
 - Fluent in English (written and spoken).

The following items apply to all jobs and job holders for the duration of tenure at ITER Organization:

- **The CARE Values are a framework of principles that guide our actions and define the culture and spirit of the ITER Project:**
 - **Collaboration:** We collaborate with commitment and flexibility using the power of teamwork, building partnerships, and working with others to reach shared objectives;
 - **Accountability:** We are accountable for the whole project - we take responsibility for our specific actions and are transparent in our daily work, holding self (ourselves) and others accountable to meet commitments;
 - **Respect:** We treat each other with respect and dignity at all times, knowing that all of us belong here. We appreciate the value that our multicultural and diverse community brings to the ITER Project;
 - **Excellence:** We are driven by excellence; we are agile and innovative while maintaining the highest standards of safety, quality and integrity;
- **ITER Core Technical Competencies:**

- 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
- 2) Occupational Health, Safety & Security
- 3) Quality Control & 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 perform other duties in support of the project as defined by your line manager, and when relevant, upon the request of the matrix manager;
- May be required to work outside the ITER Organization reference working hours, including nights, weekends and public holidays, due to business needs - this may include on-call, shift work, etc.
- 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.**
- Informs management of any important and urgent issues that cannot be handled by line or matrix management and that may jeopardize the achievement of the Project's objectives;

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As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, discrimination and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and backgrounds that give 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.