Job Title: HR Information System Officer IO0002

Requisition ID **7891** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations** - **New Posting**

Fusion, the nuclear reaction that powers the sun and the stars, is a promising long-term option for a sustainable, non-carbon emitting global energy supply.

The ITER Organization (IO), based in the southern France, welcomes best talents who can together prepare the way to this new energy in a truly multi-cultural work environment.

We offer challenging assignments in a wide range of areas and encourage applications from candidates will all levels of experience. Applications from under-represented ITER Members' nations and women candidates are strongly encouraged, as IO strongly believes that a diversified, equitable, and inclusive workplace is crucial in solving one of the most complex scientific and engineering projects in the world today.

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 background 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.

ITER CARE Values (Collaboration / Accountability / Respect / Excellence):
We perform our work with care, we care for the well-being of colleagues, our families and ourselves, and we care about the health of the planet for generations to come. CARE drives our work and our behaviors at ITER.

To see why ITER is a great place to work, please look at this <u>video</u>

Application Deadline: 18/05/2025
Department: Science & Integration Department
Division / Program: Central Integration Division
Section / Project: IT Project Tools Section
Job Grade: P1/P2
Language Requirements: Fluent in English (written & spoken)
Contract Duration: Initial Employment Contract up to five years with possibility for extension

Overview

Are you looking for an exciting opportunity at the heart of an ambitious fusion energy project? Join us as a **Human Resources Information System (HRIS) Officer** where your goals will include:

- Working on information communication technology supporting HR processes.
- Ensuring seamless configuration, development, integration, testing, support and optimization of SAP, SuccessFactors, ICP (ITER Collaborative Platform), Confluence based solutions within our organization including mobile solutions.
- Developing the integration and efficient utilization of these platforms coordinated with innovative the IT team to meet Project objectives.

The IT Project Tools Section aims to effectively design and operate the ITER IT systems and services in high availability and provides user support, ensuring the appropriateness of IT systems and services to accomplish the technical and scientific goals of the ITER Project.

Key Duties & Responsibilities

Primary Responsibilities

- Analyzes business needs and proposes technical solutions, provides guidance, support, and ensures the timely delivery of the defined project and IT roadmap.
- Develops functional/technical specifications based on user requirements, and, either develops, configures or customizes functionalities ensuring integration between solutions.
- Drives Development of high priority IT activities concerning the maintenance of HRIS tools in support of ITER's Human Resources activities, in coordination with other user groups including regular updates, migration, user support and troubleshooting of issues
- Supports the digitalization of end-to-end HR processes by implementing solutions through configuration or customization on the intranet/website, SAP portal, and ERP landscape, with innovative ideas and proposals on automation, compatible with the existing or planned IT infrastructure.
- Supports the integration of the HRIS environment by leveraging on-premises and cloud-based technologies.
- Oversees the integration of SAP, SuccessFactors, and ICP modules to streamline and simplify business processes when possible.
- Proposes and implements innovative, reliable solutions, including the strategic use of AI for help desk chatbots, recruitment, case management and communication. Ensures all solutions meet both functional and non-functional requirements of users.
- Performs developments and collaborates with IT developers on quality assurance to develop and organize the tests of new functionality and enhancements, in addition to developing and integrating training programs for end-users.

Additional Responsibilities

- Performs root cause analysis of failures and coordinates with functional owner and, as necessary, other IT staff to ensure corrections.
- Develops reports for users and generates both periodic and ad-hoc reports as needed.
- Produces and reviews documentation (policies, how-to guides, working instructions, guidelines, etc.) to ensure smooth operations and easy system maintenance.
- Train HR personnel and users on the effective use of HR technology, creating user guides and conducting workshops to enhance their technical skills.

Please note that job descriptions cannot be exhaustive, and the staff member may be required to undertake other duties, which are broadly in line with the above primary responsibilities.

This position is on-call based, and crucial to maintaining continuous operations and ensuring the highest level of service for our stakeholders. This requires shift rotation and/or availability including day, evening, and night shifts, as well as weekends and holidays, depending upon project or team needs.

Experience & Competencies

Essential:

- At least a first experience in HR and/or IT function in the field of HRIS implementation in support of HR processes and procedures.
- Full lifecycle ERP software implementation, customization and configuration (e.g. configuration management, user requirements capturing, testing and validation, go-live, post-go-live support etc.,) relying on best practices.
- Experience with on-premises and cloud solutions such as SAP Cloud Platform, SAP HCM, SuccessFactors, other SAP integrated solutions.
- Integration tools and methodologies to ensure smooth communication between SAP, SuccessFactors, Ariba, and other systems.
- Problem solving: assess problems, identify root causes, and reach practical solutions in a consistent way to reach project objectives.
- Training and Development: Ability to design and deliver effective training programs for end-users and external experts.

Desirable:

- Development projects using SAP UI technologies, such as Web Dynpro for ABAP or SAP Fiori.
- Agile methodologies and ITIL service management.
- Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Qualifications

Essential:
- Master's degree or equivalent in Computer Science, Information Technology, MBA, field or other relevant discipline.

Desirable:
- Certifications such as ITIL, Agile etc.
- *The required education degree(s) may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.*

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 requested 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.
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- 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;

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