

Job Title: ITER Council and Protocol Assistant IO3333

Requisition ID **8037** - 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 with 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. The IO is committed to fostering a fair and equitable environment across all areas of the project, including compensation and benefits.

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 [video](#)

Application Deadline: 21/09/2025

Department: Corporate

Division / Program:

Section / Project:

Job Grade: G3 ([SALARY SIMULATOR](#))

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 the ITER Council and Protocol Assistant.

As **ITER Council and Protocol Assistant**, your goals will include:

- Providing administrative, secretarial, and clerical support to the ITER Council Secretary and the Office of the Director-General (ODG).
- Contributing to IO's Protocol activities.
- Collaborating with various stakeholders to facilitate a variety of functions.
- Contributing to process improvement solutions for operational efficiency when appropriate.

This position will be matrixed to provide administrative support across below mentioned units, ensuring harmonized, effective, and efficient operations and support.

Key Duties & Responsibilities

Primary Responsibilities

- Provides general secretarial and administrative and technical assistance to the ITER Council Secretary and the ODG, including support of IT processes and organizing meetings.
- Provides all administrative assistance to the Representatives / Experts of the ITER Council and subsidiary bodies, such as Management Advisory Committee and Financial Audit Board.
- Provides administrative and technical assistance for Protocol and VIP visits to the ITER Headquarters and the worksite; assists with planning and implementing customized visit programs, covering logistics, protocol and communication.,
- Organizes and accompanies and guides VIP visitors during their visit in respect to existing safety and security rules.
- Assists with the preparation and smooth execution of high-level ceremonies and events involving the IO Director-General, Deputy Director-Generals, and senior management.
- Assists staff, acting as a resource and point of contact for internal information, communication, materials, facilities issues, and IT support, proposing ideas, solutions or opportunities for operational efficiency when appropriate.
- Facilitates internal coordination across IO stakeholders and supports ITER communication with DAs and other stakeholders.
- Assists in travel and other logistical arrangements as needed for the ITER Council and Protocol activities.
- Generates a variety of standard statistical and other ad-hoc reports, or other documents such as minutes or presentation, using various templates and databases;
- Provides support for the creation of purchase requests and certifies invoices under the defined scope of responsibilities.

Additional Responsibilities

- Manages the storage of administrative information and technical documents, particularly documents with restricted access, export-controlled documents, and database maintenance.
- Supports visits by Domestic Agency (DA) staff and technical experts by preparing invitation letters, requests for visas and requests for site passes.
- Collects all required information to submit access requests in a timely manner in accordance with internal regulations, as requested.

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.

Experience & Competencies

Essential:

- **Demonstratable experience** in providing administrative support within complex international environments or projects.
- Excellent organization and coordination skills with the ability to set priorities and meet deadlines.
- Ability to work in a team in a flexible way.
- **Planning and Schedule Control:** Identification of steps, priorities, and related steps to execute tasks and reach goals.
- **Problem Solving:** Assess problems, identify root causes, and reach practical solutions in a consistent way to reach project objectives.
- **Drafting and Review:** Drafts and / or reviews documents, performing simple analysis, following up on missing information, and escalating any issues with content submissions.
- **Information Systems:** IT skills with the ability to generate and manipulate documents specifically in Microsoft Excel, Word, and PowerPoint with the ability to learn new software packages and to provide basic support for other users.
- Implementing improvements and optimizing processes, tasks and actions.
- Ability to efficiently use a variety of IT platforms such as SAP, MS Office etc.

Desirable:

- Organizing meetings involving visitors from different countries and to help them solve visa and logistic problems.

Qualifications

Essential:

- Post-secondary degree or equivalent in an administrative 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.*

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.