

IO1985 Recruitment & Org Developpt Administrator HRD-019

General information

Job category	Standard
Status	Confirmed
Department	HRD / Human Resources Department
Section	HRD / Talent & Competencies Development Section

Job description

Main job	Business Administration - Human Resources
Title of the position	Recruitment & Org Developpt Administrator HRD-019
Job family	Functional Assistant - 3
Grade	G5
Direct employment	No
Purpose	<p>The present opening may be used to fill other similar positions at the levels of G5 and/or G4, for which applications to HRD-019 shall be considered.</p> <p>To 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;</p> <p>To support the implementation of the manpower resourcing strategy and policy, including the execution of the annual recruitment plan;</p> <p>To manage the selection and recruitment process for IO staff as well as for other not-directly-employed Staff assignments for a defined scope, advising on strategic directions aligned on IO objectives.</p> <p>To act as facilitator, and support departments for the redeployment of IO staff skills and competencies throughout the different ITER Project phases, through direct assignment or via the established internal mobility processes and procedures;</p> <p>To conduct HR process studies and benchmarking, maintain staffing data and issue regular statistics.</p> <p>Manages, propose the recruitment strategy and participates in recruitment processes ensuring the proper implementation of existing procedures for selection (job definition and creation, development of questionnaires, skills tests, etc.) for the defined scope;</p> <p>Identifies and proposes appropriate selection methodologies, including tests, to enhance competency based assessments;</p> <p>Proposes targeted internal and external communication channels and material, fit for purpose, facilitating the promotion of diversity via clear identification of needs and strong employer branding;</p> <p>Implements autonomously the established competency model framework, managed through dedicated HR Information Systems;</p> <p>Performs job analysis in the context of recruitment, transfers or contract renewals and general position management processes; reviewing and updating job descriptions in support to departments/offices according to the job and grade classification and required set of skills/competencies;</p>
Main duties / Responsibilities	<p>Supports and advises managers and staff members on internal mobility processes and opportunities;</p> <p>Supports the update and implementation of reviewed organizational structures, as required, updating the job descriptions database accordingly;</p> <p>Contributes to implementation and update and improvement of the HR Information System tools related in particular to competencies, job descriptions and internal mobility;</p> <p>Prepares regular reports and statistics for their scope of activity;</p> <p>Contributes to the development and review of HR policies and HR projects e.g. job classification, internal mobility, recruitment, competencies, etc.;</p> <p>Benchmarks as appropriate other international organizations to propose the implementation of best practices for his/her scope of work;</p> <p>Performs other duties upon management request, as necessary, in support of the project schedule;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety</p>

Measures of effectiveness	<p>Program, values and ethics.</p> <p>Reports to the Talent and Competencies Development Section Leader; May act as interface with external HR consultants or experts; Interacts with all members of the HR department and other units of the ITER Organization; In response to requests from the Director-General and/or Human Resources Department Head, or proactively, informs the DG/ Head of HRD of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
	<p>Runs recruitments in respect with the defined or proposed strategy and rules and within the defined schedule; Manages efficiently the implementation of internal mobility and redeployment of staff within the defined quality and schedule; Identifies and proposes effective new selection tools and relevant HR processes; Advises managers and staff with a good reactivity and to the expected high quality standards; Issues accurate statistics and documents on time; Produces high quality reports and studies respecting deadlines; Provides effective support to the Departments in terms of HR activities, with strong sense of service; Successfully promotes a good work and team spirit.</p>

Applicant criteria

Level of study	Master or equivalent degree
Level of experience	At least 5 years
Technical experience/knowledge	<p>Education:</p> <p>Master degree or equivalent in Business Administration, Human Resources Management, Psychology or other relevant discipline; A second degree in science or engineering would be considered an advantage; Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.</p>
	<p>Technical experience:</p> <p>At least 5 years of experience in Human Resources managing autonomously their scope of activity within an international and/or technical project environment; Experience in managing autonomously complex procedures and interacting with various audiences at different levels; Experience in organizational management, recruitment and internal mobility management is highly desirable; A good knowledge of technical and/or scientific environments and jobs is desirable.</p>
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Good negotiation skills</p> <p>Excellent negotiation skills and ability to communicate efficiently at all levels; Strong sense of service and ability to facilitate dialogue with a wide variety of contributors and stakeholders;</p>
General skills	<p>Ability to work effectively in a multi-cultural environment and to promote team spirit; Proven tact in dealing with sensitive matters; Ability to adjust communication content and style to deliver messages; Ability to model high standards of team mindset, trust, excellence, loyalty and integrity.</p>
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Mastery of at least one HR Information System, such as Success Factors and SAP

