

IO1301 HR Administrative Specialist ADM-120

General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Division	GEA / Human Resources Division
Section	GEA / HRD / Remuneration, Performance & Employment section

Job description

Main job	Business Administration - Human Resources
Title of the position	HR Administrative Specialist ADM-120
Job family	Experienced Functional Support - 3
Grade	G5
Direct employment	Required
Purpose	<p>To support the management of employment and working conditions, time administration and social insurances by administrating the overall processes and by providing advices in the development and/or improvement of policies, circulars and guidelines.</p> <ul style="list-style-type: none">- Provides support in the management & definition of policies related to working conditions, time administration & special working hours, namely related to overtime, on call duty service, shift work, night work, specific working hours, anticipating the evolving needs of the project: Develops & monitors necessary administrative circulars & procedures for an adequate implementation of all special working hours.- Monitors staff request & directorate's needs, providing advice & ensuring that each specific request is implemented in accordance with staff rules & the internal regulations.- Monitors time sheets & system time administration.- Follows-up & tests any necessary Information Technology system development.- Ensures monitoring of absences related to working accident or long-sickness, & application of the internal regulations, administrative procedures & mandatory declarations. Anticipates & coordinates any adjustment of individual working conditions made necessary for health & safety reasons;- Reports regularly on Human Resources (HR) & salary costs data, in particular related to time & working conditions; provides payroll & salary costs analysis & forecasts to the management, including qualitative & quantitative recommendations on any identified critical issues;- Provides support in the management of social insurance & pension fund contracts in close collaboration with the Responsible Administrator, making necessary proposals for improvement & policy development;- Ensures efficient & regular communication with staff members & management;- Contributes to benchmarking practices in other international organizations & proposes best practices initiatives related to working conditions, social insurance or other HR matters;- Performs other duties in support of the project schedule as described in the Detailed Work Schedule & the Strategic Management Plan;- Performs other duties linked to the above purpose upon management request, as necessary;- Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics.
Main duties / Responsibilities	
Measures of effectiveness	<ul style="list-style-type: none">- Reports to Remuneration Performance & Employment Section Leader, under the supervision of the Administrator Responsible for Payroll, Pension, Social Insurance and Mission;- Interfaces on a daily basis with all IO staff members;- Interacts regularly with other International Organizations;- In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the Director-General/ Director for General Administration 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.- Provides efficient and high quality service to the Human Resources Division, and the Organization;

- Provides accurate circulars, guidelines, procedures and reports within the defined schedule;
- Completes other duties/tasks accurately and in a timely manner, in accordance with IO Rules;
- Establishes a good collaborative attitude and relationship with all staff members of the Directorate for General Administration as well as the other Departments

Project Construction Phase.

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Administration field or other relevant discipline.
Level of experience	At least 8 years
Technical experience	<ul style="list-style-type: none"> - Experience in a large construction project ; - At least 5 years of specific experience in Human Resources Administration in an international environment, in particular related to diverse working hours models in a project-based structure, in administration of social insurance and benefits policies and programs, and in monitoring of salary costs; - Proven and sound experience in the development and implementation of procedures in this area of work.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<ul style="list-style-type: none"> - Proactive with a demonstrated ability to produce high quality results; - Excellent organization and co-ordination skills and ability to set priorities and meet deadlines; - High level of reliability, discretion, and confidentiality in handling department documents; - Good communication skills and capability to work towards departmental goals with a high level of autonomy; - Strong sense of service. - Experience in writing high quality documents, circulars, policies.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"> - Experience working with Administrative Management Software, and in particular SAP , would be an advantage.