

IO1287 Secretary CEP-120

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Electrical Engineering Division

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary CEP-120
Job family	Secretary
Grade	G2
Direct employment	Required
Purpose	<p>To support and assist the Head and staff members of the Electrical Engineering Division (EED) within the Department for Central Engineering and Plant (CEP) with all administrative and secretarial tasks needed to ensure the Division functions properly.</p> <p>Provides general administrative and secretarial assistance to the EED Head and Division personnel;</p> <p>Assists the EED Head in tracking and monitoring the budget and resources;</p> <p>Helps in the storage of administrative information and technical documents which are relevant to the EED;</p> <p>Manages all EED staff members' personnel files;</p> <p>Arranges meetings (internal and external) and workshops, as and when required;</p> <p>Arranges travel and accommodation arrangements for EED staff members' official missions and also for visitors;</p> <p>Liaises with the Directorate Head Secretary so as to contribute to ensuring efficient communication channels between the Secretaries, the CEP Director and the other CEP Divisions;</p>
Main duties / Responsibilities	<p>Collaborates with the CEA, Agency ITER France, French institutions and external parties as needed to carry out administrative work for the EED, including procedures for French entry visas;</p> <p>Creates Databases of various requirements;</p> <p>Welcomes foreign collaborators;</p> <p>Contributes to the preparation of presentations and documents, as required within the EED;</p> <p>Substitutes for other Assistants/Secretaries in the CEP Directorate in case of absence;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to Electrical Engineering Division Head;</p> <p>Interacts with ITER staff, contractors and Domestic Agency as required;</p> <p>In response to requests from the Director-General and/or Director of Central Engineering & Plant (CEP) Directorate, or proactively, informs the DG/ Director of CEP Directorate 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>
Measures of effectiveness	<p>Provides the required efficient and high quality administrative and secretarial support to the Head and personnel of the Electrical Engineering Division.</p> <p>Ensures effective workflow and quality assurance for the scope of work;</p> <p>Manages rigorously documentation;</p> <p>Supports logistics matters on time;</p> <p>Develops and issues accurate reports and presentations within the defined schedule;</p> <p>Establishes a good collaboration attitude with all members of the Directorate.</p>
	Project Construction phase

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Secretarial or Office Administration
Level of experience	At least 5 years
Technical experience	<p>Experience and proficiency in the secretarial field;</p> <p>Experience in large international science or high technical facilities of ITER relevance would be considered an advantage;</p> <p>Ability to draft letters and other forms of communication from short outline descriptions/instructions received by the Division Head;</p> <p>Typewriting skills for English text above 80 words per would be considered an advantage;</p> <p>Ability to work with French Administration and contractors.</p>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<p>Good communication and co-ordination skills;</p> <p>Capable of working with a high level of autonomy;</p> <p>High level of reliability, discretion and confidentiality in handling Division documents.</p>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<p>Working knowledge in French (written and spoken) would be an advantage;</p> <p>Good experience in using tools for electronic document storage and management;</p> <p>Good experience using tools such as SAP, MS SharePoint and MS Visio will be considered an advantage.</p>