

IO1288 Secretary TKM-120

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Tokamak
Division	TKM / Internal Components Division

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary TKM-120
Job family	Secretary
Grade	G2
Direct employment	Required
Purpose	To provide administrative, secretarial, and clerical support to the Internal Components Division and its Sections within the Tokamak Directorate. Provides administrative support to the Internal Components Division including: follow-up and check of the weekly timesheet, follow-up of monthly accruals reports, assistance in administrative procurement activity workflow; Provides secretarial and clerical support to the Internal Components Division including: organization of meetings/workshops and room booking, coordination of site access passes for external contributors/visitors, enquiries within the IO and collection of results/synthesis, contribution to the preparation of presentations, documents and papers, organization of the newcomers' arrivals, organization of missions and travel arrangements, preparation of orders for stationary, other secretarial tasks involving MS Office and ITER Document Management System; Substitutes for other Assistants/Secretaries in the Tokamak Directorate in case of absence; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Main duties / Responsibilities	Reports to the Internal Components Division Head; Interacts and collaborates with other secretaries/assistant of the Directorate; In response to requests from the Director-General and/or Tokamak Director, or proactively, informs the DG / Tokamak Director 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 Internal Components Division; Ensures effective workflow and quality assurance for all documents regarding the scope of work; Supports logistics matters on time; Develops and issues accurate presentations/documents within the defined schedule; Acts in collaborative manner with all members of the ITER Organization; Maintains effective communication within the ITER Organization.
Measures of effectiveness	Project Construction Phase

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Secretarial/Administrative Assistance
Level of experience	At least 5 years
Technical experience	Experience in a similar position in a large multi-disciplinary project performed in an international environment; Previous experience in research area and/or engineering projects would be an advantage.

Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling documentation and information; Good communication skills and ability to work towards the Division's goals with a high level of autonomy;
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Working knowledge in French (written and spoken) would be an advantage.