

IO1294 ODG-024 Secretary

General information

Job category	Standard
Status	Published
Department	ODG/Office of the Director General

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	ODG-024 Secretary
Job family	Secretary
Grade	G2
Direct employment	Required
Purpose	<p>To provide administrative and clerical support in the organization of high-level meetings, VIP visits and other regular meetings organized by the Director-General, Head of Office of Director-General (ODG), the ITER Council Secretariat, the Communication & External Relations, Legal Affairs, Internal Auditor Service, and IO-DA Coordination.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- Under supervision of the meeting organizer, arranges catering services and transportation of the participants, handles the meeting rooms booking, requests the related Information Technology and video-conferencing facilities required;- Provides support in visa requests for meeting participants, in relation with the Agence Iter France;- Prepares site access request for visitors and meeting participants;- Raises purchase requests in SAP and supports in other budget related activities under supervision of the Directorate Budget Officer;- Helps to prepare files for meetings when required;- Updates databases and archives documentation;- Performs any other administrative tasks to address the needs of the ODG;- 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.
Measures of effectiveness	<ul style="list-style-type: none">- Reports to the Head of the ODG;- Interacts with ODG, the ITER Council Secretariat, the Communication & External Relations, the Legal Affairs and IO-DA Coordination;- In response to requests from the Director General, or proactively, informs the Director General 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.
	<ul style="list-style-type: none">- Provide efficient and high quality service to the ODG;- Complete clerical and administrative tasks within the defined schedule;- Establish a good collaboration attitude with all members of the ODG.
	Project Construction Phase

Applicant criteria

Level of study	At least a secondary level education or equivalent vocational training
Diploma	Secretariat or administration
Level of experience	At least 5 years
Technical experience	<ul style="list-style-type: none">- Experience in delivering administrative and clerical tasks;- Experience in a similar position in a large multi-disciplinary project performed in an international

	environment is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to hold and respect deadlines
General skills	<ul style="list-style-type: none"> - Good communication skills and the ability to work towards goals with a good level of autonomy; - High level of reliability, reactivity and adaptability; - Excellent organization skills and ability to set priorities and meet deadlines with a strong sense of service; - Demonstrated ability to produce good quality and accurate results.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Working knowledge in French (written and spoken) would be an advantage.