

# IO1300 Staff Welfare and Assistance Officer ADM-119

## General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Division	GEA / Human Resources Division
Section	GEA / HRD / Talent & Competencies Development Section

## Job description

Main job	Business Administration - Human Resources
Title of the position	Staff Welfare and Assistance Officer ADM-119
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Required
	<p>To develop, coordinate and implement the employee's induction, welfare and assistance policies and programs.</p> <p>To strengthen collaboration and exchanges with Domestic Agencies (DAs) and Agence Iter France (AIF) in proposing and coordinating arrival integration packages.</p> <p>To enforce collaboration and exchanges with staff representatives to improve global welfare of ITER Organization (IO) staff members.</p>
Purpose	<p>- Proposes, develops &amp; implements IO teams' welfare policies &amp; programs that aims at providing various facilities, services &amp; amenities to the staff for improving their work life balance, wellbeing, increase their sense of belonging to the IO moral &amp; motivation at work. This includes but is not limited to services for an improving work life balance like conciergerie, recreation activities, training, sports activities, tailor made website etc;</p> <p>- Monitors &amp; adapts the induction program according to the number of newcomers foreseen each year;</p> <p>- Monitors the probationary periods with management of HR meetings;</p> <p>- Coordinates the existing schemes like relocation assistance, expatriation assistance to the staff &amp; their families, language courses, etc. &amp; develops new schemes with the AIF &amp; DAs;</p> <p>- In cooperation to the Office of the DG, provides necessary coordination regarding the enrolment of eligible students to the International School of PACA; Liaises with the parents &amp; the counterparts in academic sectors including the French administration with a view to improving &amp; monitoring school activities by establishing related statistics &amp; to improving communication;</p> <p>- Monitors the newcomer data base in close relation with the Talent &amp; Competencies Development Team members;</p> <p>- Coordinates the ethic committee meetings, &amp; follow up of the IO code of conduct;</p> <p>- Develops &amp; monitors the implementation of an employee assistance program in close relation with the Remuneration Performance &amp; Employment Section (to identify &amp; resolve possible personal issues );</p> <p>- Monitors the departure process by preparing all necessary administrative documents &amp; departure meetings with all staff &amp; proposing to the line management any specific action when required;</p>
Main duties / Responsibilities	<p>- Provides expert advice &amp; counsel to the HR division team members on staff welfare and staff personal issues;</p> <p>- Prepares high quality reports, submissions &amp; correspondence to respond the requests &amp; to initiate considerations on new strategies &amp; initiatives. Benchmark practices in other international organization &amp; propose best practices initiatives;</p> <p>- Develops needs analysis, measurement of efficiency &amp; improvement processes &amp; tools to ensure the programs achieve their quality, cost &amp; deadline objectives;</p> <p>- Ensures timely &amp; consistent reporting, communications &amp; messaging to promote, assess &amp; optimize the programs;</p> <p>- Performs other duties in support of the project schedule as described in the Detailed Work</p>

Measures of effectiveness	<p>Schedule &amp; the Strategic Management Plan;</p> <ul style="list-style-type: none"> <li>- Performs other duties linked to the above purpose upon management request, as necessary;</li> <li>- Maintains a strong commitment to the implementation &amp; perpetuation of the ITER Safety Program, values &amp; ethics.</li> </ul> <p>- Reports to the Talent &amp; Competencies Development Section Leader;</p> <p>- Interfaces with staff members for individual requests, with the Staff Committee, the Committee of Health &amp; Safety, Agence Iter France , medical &amp; social services, social insurance company, external services, providers &amp; internal stakeholders;</p> <p>- In response to requests from the DG &amp;/ or Director for General Administration, or proactively, informs the DG/ Director for General Administration of any important &amp; urgent issues that cannot be handled by the concerned line management &amp; may jeopardize the achievement of the Project's objectives.</p>
	<ul style="list-style-type: none"> <li>- Employees' satisfaction;</li> <li>- IO families' satisfaction;</li> <li>- Efficient monitoring of staff integration;</li> <li>- Number &amp; quality of proposals &amp; implementations for induction &amp; welfare;</li> <li>- Number of staff using the programs &amp; services;</li> <li>- Quality &amp; regularity of reports regarding newcomers, departures &amp; various programs;</li> <li>- Adherence to program objectives in terms of quality, cost and deadlines.</li> </ul> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	Master or higher degree
Diploma	Human Resources / Business Management.
Level of experience	At least 7 years
Technical experience	<ul style="list-style-type: none"> <li>- Experience in the fields of Employees relation , induction programs, welfare and assistance policies, in or for international environment;</li> <li>- Experience in making regular reports, statistics and maintaining accurate and up to date databases;</li> <li>- Experience in writing high quality documents, circulars, policies.</li> </ul>
Social skills	Ability to work effectively in a multi-cultural environment , Good planning and organisational skills
General skills	<ul style="list-style-type: none"> <li>- Good interpersonal skills; listening skills and empathy;</li> <li>- Discretion and confidentiality;</li> <li>- Dynamic and proactive for his/her scope of work.</li> </ul>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	- French would be an advantage to develop necessary relationship with Host state administration.