

IO1285 Secretary CEP-090

General information

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

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary CEP-090
Job family	Secretary
Grade	G2
Direct employment	Required
Purpose	<p>To provide administrative, secretarial, and clerical support to the Plant Engineering Division and its sections.</p> <p>To provide administrative, procurement, work-flow and documentation support to the Plant Engineering Division.</p>
Main duties / Responsibilities	<p>Assists in the administration, logistics, recording and archiving related to work carried out by the Division;</p> <p>Assists in the preparation of monthly reports and in the follow-up of actions and issues;</p> <p>Creates Purchase Requests, verifies and certifies invoices, organizes and ensures proper filing of contractual documents and reports;</p> <p>Responsible for organizing and maintaining web-based document filing systems and Division intranet pages;</p> <p>Responsible for organizing information, write minutes of meetings and file documents;</p> <p>Provides logistical and administrative support to efficiently manage meetings, visits for external collaborators and also organizes access permits in collaboration with the Safety, Quality and Security (SQS) Department;</p> <p>Organizes missions for Division staff members, prepares the required administrative papers and maintains the records;</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>
Measures of effectiveness	<p>Reports to the Plant Engineering division head</p> <p>Interacts with members of the ITER Team and Domestic Agency Personnel as required.</p> <p>In response to requests from the Director-General and/or CEP Directorate Director, or proactively, informs the DG/ CEP Directorate 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.</p> <p>Successfully provides support to the CEP Division Heads and staff of the division;</p> <p>Issues accurate minutes, presentations or other documents within the defined deadline;</p> <p>Follows up efficiently all procurement matters;</p> <p>Provides efficient and high quality administrative and logistics service to the Division;</p> <p>Develops and maintains up to date document data base and intranet of the Division;</p> <p>Acts in collaborative manner with all members of the ITER Organization;</p> <p>Maintains effective communication within the ITER Organization.</p>
	<p>Project Construction Phase</p> <p>ID SAP 50000587</p>

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 in assisting a manager and a team in an international environment;</p> <p>Ability to organize meetings involving visitors from different countries and to help them solve visa and logistic problems;</p> <p>Ability to organize information, write minutes of meetings and record administrative and contractual documents;</p> <p>Knowledge of ITER and fusion international communities would be an advantage.</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>Excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines;</p> <p>High level of reliability, discretion, and confidentiality in handling documentation and information;</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>Demonstrated experience with the use of databases and maintaining website content would be a distinct advantage.</p>