

IO1290 ADM-118 Human Resources Officer

General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Division	GEA / Human Resources Division
Section	GEA / HRD / Remuneration, Performance & Employment section

Job description

Main job	Business Administration - Human Resources
Title of the position	ADM-118 Human Resources Officer
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Required
Purpose	<p>To assist in the management of employee relations and labor relations by providing legal expertise and issuing depth and accurate analysis on Human Resources (HR) matters and by developing and implementing Human Resources (HR) policies and best practices that meet current and future business needs of ITER Organization (IO).</p> <ul style="list-style-type: none">- Provides legal analysis, expertise, and advice on the application of IO rules and standards in relation to Human Resources matters, including rights and obligations of staff, working conditions, and health and safety matters;- Proposes continuous improvements and optimization of IO Human Resources regulations, policies and processes, in order to: prevent any internal issues potentially giving rise to litigation; answer the evolving business needs of IO; and to maintain a full compliance with the international labor regulations;- As such, proposes and contributes to the updates of Staff Regulations and related circulars; coordinates the preparation of documentation and data to be provided to Management Advisory Committee (MAC) and ITER Council (IC); is the HR Management Quality Program representative;- Contributes to an efficient communication and knowledge diffusion of legal HR standards, by, in particular, developing a relevant HR legal database;
Main duties / Responsibilities	<ul style="list-style-type: none">- Supports the management of staff representation; organizes, carries out and drafts minutes of meetings with Staff representatives (Staff Committee; Committee of Health & Safety, etc.), and, when necessary, maintains good relationships between IO and the French Labor Inspector;- Assists in handling disciplinary matters and appeals, and prepares related documentation in collaboration with the Legal Office;- Performs other duties linked to HR activities upon management request, such as contract management.- Performs other duties in support of the project schedule as described in the Detailed Work Schedule or Strategic Management Plan;- Maintains a strong commitment to the implementation and perpetuation of ITER Safety program, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none">- Reports to the Remuneration Performance and Employment Section Leader;- Interacts and develops collaborative relationships with the line management and other Directorates, Departments and Offices;- Interacts with Staff representatives and French Labor Inspector;- In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the Director-General/ Director for General Administration 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">- Produces high quality and reliability legal documents;- Prepares MAC and IC accurate documents within the defined schedule;- Provides relevant and depth legal analyses together with legal affairs;- Develops and maintains good relationships with staff representatives.

Applicant criteria

Level of study	Bachelor or higher degree
Diploma	Law
Level of experience	At least 7 years
Technical experience	<ul style="list-style-type: none">- Confirmed experience in a public legal department or a Human resources department;- A strong experience in drafting high quality and high level public and private law documents in international environments;- Experience in labor relations 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, Ability to work under pressure
General skills	<ul style="list-style-type: none">- Excellent sense of service and discretion;- Good sense of autonomy and responsibility;- High quality of organization.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<p>A Master's degree in International and/or Public law is an advantage.</p> <p>Basic Project Management experience is required.</p> <p>Working knowledge of French (written and spoken) would be considered as an advantage.</p>