

IO1407 Secretary CHD-061

General information

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| Job category | Standard |
| Status | Published |
| Department | DIP/Directorate for CODAC, Heating & Diagnostics |
| Division | CHD / Control System Division |

Job description

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| Main job | Business Administration - Secretary / Assistant |
| Title of the position | Secretary CHD-061 |
| Job family | Secretary |
| Grade | G2 |
| Direct employment | Required |
| Purpose | <p>To provide the Control System Division with administrative support. This includes staff mission preparation and follow up, organization of reviews and workshops, support to visitors like visas, logistics and site access, preparation of purchase requests and bookkeeping of budgets.</p> |
| Main duties / Responsibilities | <p>Assists in purchase and contract preparation, maintenance and follow up, i.e. bookkeeping of spent resources and deliverables;</p> <p>Assists in bookkeeping of software licenses bought for ITER;</p> <p>Assists in maintenance of the electronic database for ITER members and their collaborators and other related databases;</p> <p>Assists in the use of IT systems, such as room booking, online document filing and related activities;</p> <p>Assists users in setting up and organizing meetings using video / audio / screen sharing facilities;</p> <p>Provides general administrative assistance to members of the Control System Division;</p> <p>Substitutes for other secretaries of the Directorate when necessary;</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 Head of the Control System Division;</p> <p>The secretaries of the Directorate are coordinated by the Assistant to the Director of the Directorate;</p> <p>Acts as an interface to external visitors and Domestic Agencies for all logistic aspects;</p> <p>In response to requests from the Director-General and/or CODAC, Heating and Diagnostics (CHD) Director of Directorate, or proactively, informs the DG/ CHD Director of Directorate 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>Provides effective support to staff members in planning and follow up of missions including travel arrangements, execution of IO procedures and reimbursement in a timely manner;</p> <p>Completes purchase requests in a timely manner;</p> <p>Organizes and supports all logistic aspects related to reviews and workshops including room booking, invitations and support to external visitors, refreshments etc. in a timely manner.</p> <p>SAP id 50000791</p> <p>Project construction phase.</p> |

Applicant criteria

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| Level of study | At least a secondary level education or equivalent vocational training |
| Diploma | Secretariat / Office administration |
| Level of experience | At least 5 years |

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| Technical experience | <p>At least 5 years' experience in a similar position in a multi-disciplinary project performed in an international environment;</p> <p>Excellent organization and co-ordination skills with the ability to set priorities and meet deadlines;</p> <p>Experience in / willingness to learn new software packages and to provide a basic support for other users;</p> <p>Reliability in data handling;</p> <p>Knowledge of Windows Office (Word, Excel, PowerPoint).</p> |
| 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 |
| Languages | English (Working) |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook) |
| Others | French working knowledge would be an advantage. |