

# IO1408 Assistant ITER Council Secretary ODG-026

## General information

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

## Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Assistant ITER Council Secretary ODG-026
Job family	Functional Officer - 1
Grade	P2
Direct employment	Required
Purpose	<p>To enhance the capability of the ITER Council Secretariat by assisting the Secretary of the ITER Council in communication with the Members, Domestic Agencies and relevant officers of the ITER Organization, and to identify and analyze issues requiring the ITER Council's involvement, and prepare documentation, in order to ensure timely decision-making by the ITER Council and its implementation for the proper progress of the project.</p> <p>Drafts meeting agendas &amp; minutes, &amp; other documents related to the activities of the ITER Council &amp; its subsidiary bodies;</p> <p>Monitors communication of the ITER Council Secretariat with the Chair and Members of the ITER Council in order to ensure that decisions are made in a timely manner, both during meetings and through the written procedure;</p> <p>In liaison with the IO-DA coordination officers as well as relevant IO technical &amp; administrative officers, monitors outstanding technical &amp; managerial issues which hinder the progress of the project, arising between the ITER Organization (IO) &amp; Domestic Agencies (DAs), and coordinates the preparation of documentation for the ITER Council to facilitate its intervention;</p> <p>In consultation with the Chairs of the ITER Council &amp; the Council Preparatory Working Group, develops a system &amp; procedure for the above-mentioned Council's intervention in the issue resolution;</p> <p>Follows up on decisions of the ITER Council in coordination with relevant IO responsible officers to ensure their implementation;</p> <p>Represents the ITER Council Secretariat in the absence of the Secretary or when appropriate for internal &amp; external meetings;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule &amp; 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 &amp; perpetuation of the ITER Safety Program, values &amp; ethics.</p> <p>Reports to the Secretary of the ITER Council;</p> <p>Interacts with staff of the IO as well as representatives of the Member Governments &amp; DAs;</p> <p>In response to requests from the Director-General and/or the Head of Office of the Director-General, or proactively, informs the DG/the Head of Office of the Director-General of any important &amp; urgent issues that cannot be handled by the concerned line management &amp; may jeopardize the achievement of the project's objective</p> <p>Coordinates the timely preparation and submission of documents to the ITER Council;</p> <p>Ensures timely implementations of decisions taken by the ITER Council;</p> <p>Develops effective system and procedure for IC issues' resolutions;</p> <p>Ensures prompt decisions-making of the ITER Council by written procedure.</p> <p>Project construction phase</p>
Main duties / Responsibilities	
Measures of effectiveness	

## Applicant criteria

Level of study	Master or equivalent degree
Diploma	Public/Business adm., intl' relations or relevant
Level of experience	At least 5 years
Technical experience	At least 5 years of experience dealing with similar tasks in public administration, of which three years shall be in international projects/organizations; Hands-on experience in complex international scientific cooperation projects 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 communicate effectively
General skills	Excellent drafting skills, in particular those for minutes of meetings and policy documents; Knowledge of the organization and governance of the ITER Project; Strong analytical capabilities and flexibility to carry out tasks accommodating changing situations under pressure; Professional integrity; Ability to work autonomously and proactively with given resources and schedule.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Excellent interpersonal skills, including the ability and diplomacy to manage relationships at all levels of the IO, the Members and DAs; Ability to work with discretion when dealing with sensitive and confidential matters; Excellent command of Word, Excel and PowerPoint.