

Job Title: Assistant to the Office of the Director General IO0161

Requisition ID **6940** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

ITER Organization (IO) is an Equal Opportunity/Inclusive organization committed to diversity in the workplace, with diversity and Inclusiveness being one of the ITER Values.

As IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. IO believes it is our diverse perspectives and backgrounds that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

Application deadline: 18/04/2023

Domain: Director-General

Department: Office of the Director-General

Job Family: Project Support

Job Role: Functional Support – 2

Job Grade: G3

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

As an Assistant to the Office of the Director-General (ODG), you will manage administrative, secretarial, planning, and organizational tasks to provide support to senior management in the achievement of their technical objectives.

You will also provide administrative support to staff members and collaborate with the other administrative assistants and secretaries ensuring continuity of service throughout the whole Organization.

Background information:

In this role within the DG-Secretariat, you will perform a variety of administrative tasks, as well as acting as a partner to ensure effective collaboration between the Director-General (DG) and ODG Assistants.

Major Duties/Roles & Responsibilities

- As part of the DG-Secretariat assistant pool, provides general administrative, secretarial (including telephone and agenda management), and clerical support to the ODG Head, team members and other senior staff;
- Handles agendas, arranges meetings/workshops, arranges and assembles background material for daily meetings and discussions, drafts minutes when requested and keeps a schedule of daily commitments;
- Assists in welcoming and organizes the arrival of visitors and new collaborators;
- Collects all required information to submit access request in a timely manner in accordance with internal regulations;
- Collects and prepares background information material related to ODG/DG official activities for daily meetings and discussions, solving issues as necessary (e.g. organizing logistics or creating IT tickets, etc.);
- Contributes to the preparation of major files/documents required by the DG for high level meetings, presentations, and records/archives them as required;
- Drafts and prepares the official replies to DG business emails, letters and correspondence in English and less frequently in French as required;
- Prepares daily file for signatures of outgoing documents and correspondence for the DG and Head of Office of the Director-General
- Checks the accuracy and completeness of incoming documents, signature books and correspondence before passing them on to the appropriate person for action and/or information under supervision of the Head of the ODG;
- Ensures the proper implementation of quality assurance processes and procedures;
- Substitutes and supports DG Secretariat assistants and other assistants when requested;
- May be requested to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours when necessary.

Measure of Effectiveness

- Provides efficient, accurate, timely and high quality service for administrative tasks, documents, minutes and presentations;
- Establishes a good collaboration attitude with all involved internal & external stakeholders;
- Produces ad-hoc presentations and high quality documents in coherent English/French, in a time and high quality manner;
- Manages priorities autonomously;
- Reacts promptly and professionally to requests;

- Handles confidential information in a discreet manner.

Experience & Profile

- **Professional Experience:**
 - At least 5 years' experience as a secretary or assistant in a large international project, company or a complex organization.
- Education:
 - At least 2 years post-secondary degree, Bachelor's degree or equivalent in the administrative or secretarial field;
 - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
 - Fluent in English (written and spoken);
 - Good knowledge in French (written and spoken) is considered as a strong asset.
- **Technical Competencies and Demonstrated Experience in:**
 - Drafting diverse, accurate and complex documents and reports, taking into account the specificities of ITER (technical, political, etc., context);
 - Multitasking with various stakeholders;
 - Monitoring plans throughout their execution, anticipating and taking relevant actions;
 - Autonomously planning in line with the overall schedules;
 - Resolving challenging organizational issues or problems;
 - Excellent command of the Microsoft Office package (in particular Word, Excel and PowerPoint), SharePoint, SAP or similar ERP and LiveMeeting.
- **Behavioral Competencies:**
 - Collaborate: Strong interpersonal skills to work effectively in an international environment;
 - Communicate Effectively: Very discrete, reliable, communicating efficiently with the ability to handle confidential documents and cases;
 - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
 - Manage Complexity: Excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines;
 - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

The following important information shall apply to all jobs at ITER Organization:

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core Technical Competencies (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
 - 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
 - 2) Occupational Health, Safety & Security

3) Quality Assurance Processes

- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.
- For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, the possession of a driving license valid in France is required. No commuting vehicle will be provided by the ITER Organization.