IO2050 Performance Management HR Administrator HRD-022

General information

Job category	Standard
Status	Confirmed
Department	HRD / Human Resources Department
Section	HRD / Remuneration, Performance & Employment Section

Job description

Main job	Business Administration - Human Resources
Title of the position	Performance Management HR Administrator HRD-022
Job family	Functional Assistant - 3
Grade	G5
Direct employment	Not required
Purpose	To implement Human Resources (HR) performance management policies, in compliance with the ITER Organization (IO) rules and regulations; To coordinate information, communication and training programs, independently or with specialized external consultancy services, on performance management topics; To contribute to the building of a common performance management culture tailored to the needs of an evolving international project organization.
Main duties / Responsibilities	Implements, communicates and monitors the performance management policy and procedure compliance for probationary period, annual objective setting, mid-year and annual performance reviews, and personal improvement plans; Implements, advises managers and follows up on the various stages of the annual rewards and recognition exercise, including the analysis of reward proposals and presentation of results; Implements and controls the annual seniority step eligibility of IO staff; Follows-up or escalates when necessary on actions for complex cases related to staff performance, including situations of underperformance; Prepares reports and presentations on performance management, analyzing results and outcomes, presenting information and recommendations to management, as required; Drafts and reviews guidelines and user support documents on the established performance management procedures and processes; Contributes to the review and improvement of HR policies, procedures and tools on performance management; Assesses performance management HR process automation needs and evolution, aligning IO processes to best practices and liaising with the Information Technology (IT) team on HR Information System development and implementation; Plans and coordinates HR performance management projects, including audit requests, information and communication; Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own domain of expertise, cooperating closely with other HR areas of expertise, including talent and competency development; May be requested to support any of the project/construction teams and to perform other duties in support of the project schedule; 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.
	Reports to the Remuneration, Performance and Employment Section Leader; Interacts and liaises with the staff of the Human Resources Department; Interacts with staff and managers, as well as Domestic Agencies and external service providers; Responds to requests from the Director-General/ Head of HRD and proactively informs the Head of HRD of any important issue that cannot be handled by the concerned line management that may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	Ensures proper analysis, development, implementation, interpretation and application of the adopted policies and procedures, consistent with the Staff Regulations;

Provides accurate and high quality deliverables within the defined deadlines;
Ensures an efficient and high quality communication, training, guidance and service to managers and staff;
Establishes excellent professional collaborative relationships both within and external to the IO;
Achieves satisfactory audit reports following internal or external audits.

SAP ID 50000058

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Business Administration, Human Resources
Level of experience	At least 7 years
Technical experience/knowledge	At least 7 years' of relevant professional experience, including at least 5 years in a Human Resources function within an international organization or complex technical or scientific environment; Experience in performance management policy development, implementation and compliance; Experience in analyzing and presenting statistics and documents; Experience in drafting guidelines and user support documents. Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Ability to work autonomously in accordance with a defined process schedule with minimal management guidance/supervision, producing high quality results; Excellent organization and planning skills and ability to respond effectively to changing priorities; Ability to manage high volume workload, to work under pressure and meet deadlines; Client-Service oriented, with excellent listening skills to adjust communication content and style to deliver messages; High level of discretion and confidentiality in dealing with staff issues and handling personal documents; Ability to work with high commitment, integrity, high standards of team mindset, trust, excellence, loyalty and respect for diversity in a multi-cultural environment.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Thorough knowledge of the Microsoft Office package; Hands-on knowledge and experience with HR IT Systems and databases, SAP HCM and/or Success Factors modules.