Job Title: Compensation & Benefits Assistant IO0944

Req ID **1301** - Posted **12/02/2020** - (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.

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: 29/03/2020
Domain: Corporate
Department: Human Resources
Section: Remuneration, Performance & Employment
Job Family: Organizational Support
Job Role: Functional Assistant - 1
Job Grade: G3
Language requirements: Fluent in English (written & spoken)
Contract duration: Up to 5 years

Purpose

To provide a customer focused and efficient Human Resources (HR) service to the ITER Organization (IO) and its staff.
To act as one of the points of contact, in close cooperation with the Compensation and Benefits Coordinator, regarding our staff's questions on entitlements, working conditions, contractual and other employment-related matters.
To contribute to the development and/or improvement of HR administrative procedures and policies, as well as to HR process automation.

Background

The Remuneration, Performance and Employment section provides HR services to staff and managers, ensuring compliance to the Staff Regulations of the IO and its implementing rules, as well as coordinating other Non-IO staff schemes and policies.

Major Duties/Roles & Responsibilities

- Acts as one of the first points of contact for staff questions on employment conditions, HR administrative procedures, contractual matters and entitlements, directing staff issues and more complex queries to the appropriate HR staff or to the line management;
- Follows up on job offers after acceptance and the onboarding process, by liaising with successful candidates on all matters relating to their appointment prior to their start of employment;

- Supports the on-site induction process on compensation and benefits matters for newly recruited staff;
- Prepares and manages contracts of employment and related documents;
- Assesses entitlement to benefits, including social and family allowances, and carries out data input, ensuring data integrity;
- Follows up on social insurance and pension affiliations, claims and declarations;
- Supports time and absences administration, including overtime, on-call duty and other working patterns, as required;
- Administers end of employment checks as per the established departure procedure;
- Contributes to the assessment of HR process automation, HR Information System (HRIS) development and implementation proposing changes and enhancements, as required, to ensure they remain efficient and reliable;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, week-ends and public holidays.

Measure of Effectiveness

- Delivers efficient HR services and guarantees the equal and fair treatment of staff;
- Ensures compliance with the Staff Regulations by consistently applying HR policies, internal procedures and processes as required;
- Ensures accurate data input and produces high quality documents, reports and statistics within the defined schedule;
- Ensures document filing – both paper and electronic – is kept up to date and archived correctly;
- Communicates clearly and effectively with staff at all levels, in a friendly and professional manner;
- Establishes good work relations and a collaborative attitude with all staff members of the Human Resources Department, as well as a client-oriented approach with the staff of other Departments, consistent with the IO project values.

Experience & Profile

- *Professional Experience:*
  - At least 3 years' experience of providing Human Resources services to expatriated staff within an international organization or complex technical or scientific environment.
- *Education:*
  - Bachelor degree or equivalent in Human Resources, Finance, Business Administration or other relevant discipline;
  - 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).
- *Technical Competencies:*
  - Experience in Compensation & Benefits and HR Administration;
  - Knowledge and understanding of employment regulations and working conditions;
  - Experience in the processing of monthly payroll and benefits updates within payroll deadlines;

- ◦ Ability to communicate timely and effectively with staff members on payroll and benefits-related entitlement matters;
- ◦ Extensive experience in using Microsoft Office (Word, Excel, PowerPoint, Outlook);
- ◦ Extensive experience in using a recognized HRIS, with practical work experience in SAP-HCM and/or SAP Success Factors to be considered as an advantage
- *Behavioral Competencies:*
  - ◦ Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;
  - ◦ Communicate Effectively: Ability to manage confidential information, being discrete and adjusting communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - ◦ Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - ◦ Manage Complexity: Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals;
  - ◦ 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 of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- 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 lline management and that may jeopardize the achievement of the Project's objectives.