

Job Title: Technical Executive Assistant (to the Director-General)

IO00006

Requisition ID **7391** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - New Posting**

Fusion, the nuclear reaction that powers the sun and the stars, is a promising long-term option for a sustainable, non-carbon emitting global energy supply.

The ITER Organization (IO), based in the southern France, welcomes best talents who can together prepare the way to this new energy in a truly multi-cultural work environment.

We offer challenging assignments in a wide range of areas and encourage applications from candidates with all levels of experience. Applications from under-represented ITER Members' nations and women candidates are strongly encouraged, as IO strongly believes that a diversified, equitable, and inclusive workplace is crucial in solving one of the most complex scientific and engineering projects in the world today.

As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, discrimination and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and background 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.

ITER CARE Values (Collaboration / Accountability / Respect / Excellence):

We perform our work with care, we care for the well-being of colleagues, our families and ourselves, and we care about the health of the planet for generations to come. CARE drives our work and our behaviors at ITER.

To see why ITER is a great place to work, please look at this [video](#)

Application Deadline: 14/04/2024

Department: Director-General

Job Family: Project Support

Job Role: Functional Officer – 1

Job Grade: G5

Language Requirements: Fluent in English (written & spoken)

Contract Duration: Up to 5 years

Overview

Do you have an interest in executive assistant coordination and support? Join our multi-cultural team, focused on providing cross-functional support to the ITER Organization (IO) Director-General (DG).

ITER's mission is to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, an essential feature of which would be achieving sustained fusion power generation.

As a Technical Executive Assistant, your goals include:

Providing technical and administrative support to the ITER Director-General (DG) in the preparation, planning, and decision-making of DG and/or IO initiatives;

Partnering with the DG and Office of DG (ODG) Secretariat in the daily management and organization of information.

Success in this role includes:

- Efficient and high-quality service in cross-functional activities within defined timelines;
- Prioritizing incoming information with a high level of confidentiality;
- Preparing reports, financial analysis, administrative and secretarial tasks in a timely and accurate manner;

- Establishing a good collaboration attitude with all involved internal & external stakeholders, exercising discretion, and representing the IO with diplomacy and tact.

Key Duties, Scope, and Level of Accountability

Primary Responsibilities:

- Partners with DG's Assistant for training, managing and assigning priorities, and general work direction including the organization of all DG official activities;
- Collects, assembles, and prepares the project progress background information material for DG to support official activities, meetings, and discussions, when applicable in collaboration with the ODG management and other key stakeholder, to prepare the needed information;
- Coordinates, arranges, and schedules DG official activities, including meetings and visits to governmental agencies, scientific and technological institutions, and international organizations, as well as DG participation in events and meetings both locally and globally, in coordination with ODG and IO stakeholders;
- Assembles talking points or speeches related to DG official activities, in collaboration with the staff under the supervision of the Head of Office (ODG) and the Head of Communication (COM).

Additional Responsibilities:

- Advises DG and stakeholders on high-level items and/or issues, including complex or sensitive situations, procedures, or compliance;
- Coordinates logistical, technical, and administrative arrangements for project and managerial reviews (internal and/or external) tasked by DG;
- Collects all required information to submit access request(s) on time and in accordance with internal regulations, as requested and supports the reception of DG's visitors;
- Supports the DG in analyzing project data, cost, schedule, and Earn Value Management, by accessing financial databases and reporting systems (such as Primavera 6, Cobra, SAP, Project Change Management System, CEMAR/TREND systems or equivalent).

This position may require to work outside the ITER Organization (IO) reference working hours, including nights, week-ends and public holidays, depending upon project or team needs.

Experience & Profile

- ***Demonstrated experience and technical competencies in:***
 - **Minimum** 7 years' experience in technical or administrative support in a multi-disciplinary, international environment.
 - **Essential competencies and experience** required for success in the role:
 - Data Processing and Analysis: structuring and examining data to gain insights to support planning and decision making;
 - Planning and Schedule Control: identifying the steps and related timing to reach goals and execute actions within defined timelines;
 - Presentation (in English): communicating information, ideas, or messages in a clear, engaging, and compelling manner, drafting and reviewing complex documents (reports, ppt., etc.) for clarity, and finalizing content structure;
 - Collaborating: building partnerships and working collaboratively with others to meet shared objectives;
 - Discretion and confidentiality in handling the complex and sensitive documents;
 - Microsoft Office package and other relevant information systems and tools.
 - **Advantageous competencies and experience:**
 - Balances Stakeholders: Anticipating and balancing the needs of multiple stakeholders;
 - Operating project control and planning systems for the management of projects, including EVM applications;
 - Drives Engagement: contributes to a climate of teamwork and team building, motivating others to do their best to achieve objectives

- Directs Work: Providing direction, delegating, and removing obstacles to move work forward.
- **Education:**
 - **Essential:** Bachelors' degree or equivalent in Engineering, Physics, Project Management, or other relevant discipline;
 - *The required education degree(s) 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).
 - Knowledge of spoken French would be considered an advantage

The following items apply to all jobs and job holders for the duration of tenure at ITER Organization:

- **The CARE Values are a framework of principles that guide our actions and define the culture and spirit of the ITER Project:**

Collaboration: We collaborate with commitment and flexibility using the power of teamwork, building partnerships, and working with others to reach shared objectives;

Accountability: We are accountable for the whole project - we take responsibility for our specific actions and are transparent in our daily work, holding self (ourselves) and others accountable to meet commitments;

Respect: We treat each other with respect and dignity at all times, knowing that all of us belong here. We appreciate the value that our multicultural and diverse community brings to the ITER Project;

Excellence: We are driven by excellence; we are agile and innovative while maintaining the highest standards of safety, quality and integrity;

- **ITER Core Technical Competencies:**
 - 1) **Nuclear Safety, Environment, Radioprotection and Pressured Equipment**
 - 2) **Occupational Health, Safety & Security**
 - 3) **Quality Control & Quality Assurance Processes**
- **Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;**
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, and ITER Values (Trust; Integrity; Excellence; Team mind set; Diversity and Inclusiveness);
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to perform other duties in support of the project as defined by your line manager, and when relevant upon the request of the matrix manager;
- May be requested to work outside the ITER Organization reference working hours, including nights, weekends and public holidays, due to business needs - this may include on-call, shift work, etc.
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- 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.**
- Informs management of any important and urgent issues that cannot be handled by line or matrix management and that may jeopardize the achievement of the Project's objectives;

The ITER Organization (IO) is an Equal Opportunity organization committed to diversity and inclusive in the workplace.

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