

**Job Title: Human Resources Partner IO1122**

Requisition ID **7682** - 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:** 02/02/2025

**Department:** Administration Department

**Division / Program:** Human Resources Division

**Section / Project:** Human Resources Services Section

**Job Family:** Project Support

**Job Grade:** G3/G4

**Language Requirements:** Fluent in English (written & spoken)

**Contract Duration:** Initial Employment Contract up to five years with possibility for extension

**Overview**

Are you looking for an exciting opportunity at the heart of an ambitious fusion energy project? Join us as a **HR Partner** where your goals will include:

- Providing customer focused and efficient Human Resources (HR) service to the ITER Organization (IO) and its staff.
- Supporting staff with their benefits and entitlements, including onboarding, life changes, and offboarding.
- Contributing to the ongoing process improvement including HR systems development and reporting needs.

*The Human Resources Services Section provides HR services to staff and managers, offering a welcoming HR experience for our clients, while ensuring compliance with the Staff Regulations of the IO and its implementing rules, as well as coordinating Non-IO staff hiring, contracting and administration.*

**Key Duties & Responsibilities****Primary Responsibilities**

- Provide first-line support to staff and non-IO staff at all levels to advise on and administer their employment conditions, benefits and entitlements, demonstrating service orientation while ensuring compliance with applicable regulations and procedures.
- Provides onboarding support to successful candidates on all matters relating to their appointment, easing their start of employment, and offboarding support to departing staff.
- Assesses entitlement to benefits, including social insurance, pension, family allowances, leave and special working hours, including analysis of complex cases for consultation with the Compensation and Benefits Coordinator.
- Manages a variety of administrative procedures including data input for payroll, inputs of staff entitlements, and processing contracts of employment, declarations and certificates ensuring data integrity and reliability in all such activities.

### **Additional Responsibilities**

- Contributes to the ongoing improvement of HR processes including automation – proposing changes and enhancements, reviewing new Human Resources Information System (HRIS) developments, testing improvements and fixes, adjusting to new changes and guiding staff and newcomers through new processes.
- Drafting process and/or guidance documents/procedures and proposing solutions when appropriate.
- Analyses reporting needs of the HR department, gains strong knowledge of the HRIS, and develops requirements for reports for review by the main users of such reports.

*Please note that job descriptions cannot be exhaustive, and the staff member may be required to undertake other duties, which are broadly in line with the above primary responsibilities.*

### **Experience & Competencies**

#### **Essential:**

- Proven experience in Human Resources, including experience in any of the following: supporting expatriates, in an international organization or major international company or a complex technical or scientific environment.
- **Employee Payroll and Benefits:** Managing and administering employee compensation, payroll, and benefits programs in compliance with HR policies and processes. Including pension, insurance, life and invalidity, expatriation benefits and leave.
- **Effective Team Member:** Contributes to positive morale and a sense of team spirit. Offers to help others complete work to ensure the team's success. Shares credit with others for team accomplishments.
- **Customer Focus:** Building strong relationships with international staff and delivering customer-centric solutions.
- **Interpersonal Savvy:** Develops effective working relationships with others. Begins conversations and builds rapport with others when given the opportunity. Reacts tactfully when receiving advice, instruction, or critical feedback. Relates to people in an open, friendly, and accepting manner.

#### **Desirable:**

- Experience using a corporate HRIS system (such as SAP, SuccessFactors, Oracle, or Workday).
- **Business Intelligence:** Develop and maintain reports based on several databases. Aggregate data ideally in real time from diverse data sources using PowerBI, SSDS or custom SQL in (drill down) reports.

### **Qualifications**

#### **Essential:**

- Bachelor's degree or equivalent in Human Resources, Finance, Business Administration or other relevant discipline.

#### **Desirable:**

- Certifications such as CIPD, SHRM or similar

*The required education degree(s) may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.*

*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;**
- 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.