

**Job Title: ITER Council Secretary IO0036**

Requisition ID **7860** - 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 will 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:** 04/05/2025

**Department:** Office of the Director-General

**Division / Program:**

**Section / Project:**

**Group:** [[group\_obj]]

**Job Grade:** P4/P5

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

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

**Overview**

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

- Providing the principal organ of governance of the ITER Organization, ITER Council (IC) and its Chair with administrative services in all matters related to its activities and the ITER management in accordance with the ITER Agreement and the IC Rules of Procedure.
- Ensuring the preparation of IC and subsidiary meetings and distribution of relevant documents in a timely and appropriate manner in cooperation with ITER Departments and Offices.
- Advising and supporting the ITER Council Chair and the ITER Director-General (DG) in matters concerning formal relations with all Parties and other governmental and non-governmental organizations.
- Providing support for the organization and coordination of committees/working groups involving representatives of ITER Members.

*The IC secretary ensures that all reports and documents for the IC, Management Advisory Committee (MAC), Council Preparatory Working Group and other ITER governance-level meetings are duly arranged, finalized by the IO and submitted in a timely manner, and ensures the follow-up actions to the decisions.*

## Key Duties & Responsibilities

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### Primary Responsibilities

- Ensures the overall organization of sessions, support and coordination of activities of the ITER Council and its subsidiary bodies, inter alia, but not limited to, Management Advisory Committee (MAC), Financial Audit Board (FAB).
- Under the direction of the IC Chair, the Council Preparatory Working Group (CPWG) Chair, the MAC Chair or members, ensures that all documentation and record of decisions are properly and duly drafted and prepared, submitted in a timely manner before and after the sessions (in-person and virtual sessions) of the IC, CPWG, MAC and other subsidiary bodies/working groups that might be established.
- Advises and assists the Chairs of the above-mentioned bodies, in liaising with the DG, to facilitate and ensure their effective decision making, by written procedure.
- Provides administrative services to the IC and its subsidiary bodies, namely to their Chairs and members.
- Prepares/receives, distributes and archives correspondence from/to the Chairs of the ITER Council, MAC, and FAB.
- Supports, monitors and coordinates the follow-up of implementation of the decisions made by the ITER Council, MAC, Management Assessment and other high-level review groups for the defined scope.

### Additional Responsibilities

- Interacts with the Office of the Director-General and with all Offices and Departments of the Organization as necessary.
- Support the ITER Council and MAC in the Management Assessment in accordance with the Terms of Reference.
- Maintains and improves the project governance by developing the Contact Persons network and ITER Organization-Domestic Agencies' collaboration to be reflected in the MAC/IC discussions.
- Supports the DG and the Office of the Director-General for other activities as required.

**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

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### Essential:

- Excellent organizational and communication skills for effectively managing the administrative and logistical aspects of the Council's activities.
- Strong interpersonal skills to liaise with various stakeholders and ensure smooth operations.
- High level of professionalism and discretion, as the role involves handling sensitive and confidential information.
- Demonstrated experience in administration at an international, governmental or non-governmental organization.
- Experience in communicating information, ideas, or messages in a clear, engaging, and compelling manner, drafting and reviewing complex documents for clarity, and finalizing content structure.
- Building strong partnerships and working collaboratively with all Project stakeholders, proactively initiating solutions-oriented proposals to reach a consensus.
- Strategic negotiation skills with multi-national organizations such as ITER and their Members, including the willingness to solicit and consider varying inputs and opinions, to make appropriate recommendations aligned with the Project's objectives.

### Desirable:

- Experience in large-scale projects.
- Knowledge of ITER or similar projects.
- Proficiency in IT technologies relevant to the job in particular document management or other collaborative tools.
- Knowledge of the nuclear energy sector and/or scientific research.

### Language requirements:

- Proficiency in written and verbal communication skills in English.

## Qualifications

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### Essential:

- University degree in Political Science, Scientific Field, or a related field. A master's degree is preferred.
  - *The required education degree(s) may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.*
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*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.