

Job Title: Recruitment & Staffing Administrator IO1122

Requisition ID **7207** - Posted - (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.

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

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

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: 31/01/2024

Department: Administration Department

Division: Human Resources Division

Section: Talent Management Section

Job Family: Project Support

Job Role: Functional Support – 3

Job Grade: G3

Language Requirements: Fluent in English (written & spoken)

Contract Duration: Up to 5 years

Purpose

As a Recruitment & Staffing Administrator, you will provide administrative support to the Talent Management (TM) Section in particular for managing recruitment process of ITER Organization (IO) staff. Additionally, you will follow up on the staffing and resources plan of the ITER Organization (IO) in alignment to the business requirements and organization development strategy for the defined scope of responsibility;

You will contribute to other type of activities within the Human Resources Division (HRD), such as selection and recruitment of interns, post-docs, etc.; as well as contribute to maintain and improve related processes and tools.

Background

The Human Resources Division contributes to the ITER Organization's strategic and operational goals by implementing a fully integrated human resources service. The Division supports the Project by leading the

development of the overall strategy and policies for human resource management, managing the staffing plan based on organizational needs and forecasts, carrying out a wide range of staff services (employment contract management, mobility, training, performance review, salary, and social insurance), and contributing to strengthening the project and managerial culture. The HRD manages employee relations, valuing diversity and inclusion.

Key Duties, Scope, and Level of Accountability

- Implements the established recruitment process using the recruitment Human Resources Information System (HRIS), organizing candidates' interviews, until the acceptance of the job offer and definition of the starting date, for the defined scope;
- Communicates on the recruitment process with the selection board ensuring the transparency and the timely decision making process;
- Provides end-to-end support to hiring managers on recruitment from developing the screening criteria, competency based assessment, participating in panel interviews, and reviewing the interview report;
- Applies best practices at each step of the selection as defined in documents of references and TM recruitment workshop documentation;
- Supports the update and implementation of reviewed organizational structure, as required;
- Supports the update of the recruitment plan, preparation of regular reports and statistics related to recruitment and staffing from various sources and present o diverse audiences as requested,
- Contributes to improving IO job opportunities and visibility, in particular by using social media (LinkedIn) to improve job site visibility;
- Contributes to the development and implementation of updates and improvements of the HRIS solution related to recruitment and staffing, follows-up and train new users when necessary;
- Updates progress reports and prepares periodical/ad hoc reports for the defined scope of activities;
- Prepares monthly HR statistics and share with relevant audiences including Domestic Agencies;
- May be requested to perform other duties in support of the project schedule;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

Measures of Effectiveness

- Provides accurate and high quality staffing and recruitments reports and statistics within the defined schedule;
- Completes recruitments and issues requested administrative documents accurately and in a timely manner;
- Follows procedures as defined and detailed in the existing quality documentation;
- Provides efficient and high quality service to the team, managers & IO staff for scope of work;
- Establishes a good collaborative attitude and relationship with all staff members of the Human Resources Division, as well as with other units..

Experience & Profile

- **Professional Experience:**
 - Minimum 2 years' experience working in the field of Human Resources in public or private sector.
- **Education:**
 - Bachelor degree or equivalent in Business Administration, Human Resources Management, Psychology 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 and demonstrated experience in:**
 - Managing complex procedures and interacting with various audiences at different levels;
 - Recruitment, diversity and staffing: develop, identify, attract, and select talent to place in positions to fill organizational needs in business, diversity and inclusion;
 - Problem solving: assess problems, identify root causes, and reach practical solutions to reach project objectives;
 - At least one HR Information System, such as Success Factors and SAP;
 - Organizational management, recruitment and internal mobility management is highly desirable;
 - Technical and/or scientific environments and jobs is desirable.
- **IO Core Behavioral Competencies:**
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
 - Communicate Effectively: Ability to adjust 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 analyze multiple and diverse sources of information to define 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:

- 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;
- 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);
- ITER Core Technical Competencies (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
 - 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
 - 2) Occupational Health, Safety & Security
 - 3) Quality Control & Quality Assurance Processes
 - Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
 - 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 or Department Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives;
 - 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.