

Job Title: Human Resources Services Officer IO0723

Requisition ID **6626** - 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.

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: 28/10/2022

Domain: Corporate Domain

Department: Human Resources Department

Division: Not Applicable

Section: Human Resources Services Section

Group: Not applicable

Job Family: Project Support

Job Role: Project Coordinator – 2

Job Grade: P2

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

As Human Resources Services Officer, you will supervise and coordinate activities related to the external workforce management. This includes recruitment, contract management, internal and external stakeholder relations.

In this role you will oversee and ensure internal control and compliance to the relevant policies and implemented procedures.

You will support the external workforce strategic resources planning and implementation in alignment to the ITER Project resources needs.

Background

The Human Resources Services section provides HR services to IO staff and managers, ensuring compliance to the Staff Regulations of the IO and its implementing rules on all compensation and benefits related matters, as well as coordination and ITER Project support to the external workforce policies and schemes. The external workforce under the responsibility of the section includes ITER Project Associates (IPA), Interim staff, External Experts, Long-term assignments.

Key Duties, Scope, and Level of Accountability

- Coordinates, plans and follows up on the complete lifecycle of the different categories of external workforce that fall under the responsibility of the Human Resources department, including the planning and recruitment, contractual management;
- Supervises, coaches, trains other team members, ensuring accuracy, quality of work, deadline of deliverables, etc.;
- Participates in project resources planning, interfacing with internal stakeholders, including the Project Control Office and Budget Management services to achieve project objectives;
- Ensures compliance on budgetary and financial aspects on all processes pertaining to external workforce compensation, benefits and entitlements;
- Liaises with external stakeholders and suppliers on relevant matters and issues, ensuring compliance to contracts and agreements in force;
- Provides advice and information to managers and external stakeholders on relevant HR policies and procedures;
- Prepares monthly reports on external workforce management activities for IO management, analyzing results and presenting information and recommendations for decision-making;
- Drafts and reviews HR procedures and guidelines, related to external workforce management and ensures up-to-date internal communication and information to managers and staff;
- Assesses and advises on actions for complex cases, and escalates issues to the line management;
- Contributes to the development and implementation of HR digitalization projects, liaising with the IT Division, including supervision of assigned external consultants, as required;
- May be requested to support 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, weekends and public holidays.

Measure of Effectiveness

- Ensures proper analysis, implementation, interpretation and application of the relevant policies and procedures;
- Effectively coordinates and supports activities related to external workforce management, ensuring accuracy and quality of deliverables;
- Effectively supervises, coaches and trains team members, ensuring high quality results, traceability and timeliness of deliverables;
- Provides accurate and high quality reports and presentations within the defined deadlines;
- Ensures an efficient and high quality service to managers and staff;
- Establishes excellent professional collaborative relationships with both internal and external stakeholders;
- Supports efficiently the section on HR digitalization projects;
- Provides accurate and relevant data and information required for internal or external audits, within the defined timeline.

Experience & Profile

- **Professional Experience:**
 - Minimum 5 years' experience within Human Resources, ideally including recruitment and selection, resources planning and contracts management, internal and external stakeholder management, within complex international environments or projects;
 - Experience in a Human Resources supervisory role.
- **Education:**
 - Bachelor degree or equivalent in Business Administration, Human Resources, Finance/Economics, 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);
- French language skills (written and spoken) are advantageous.
- **Technical Competencies and demonstrated experience in:**
 - Employee lifecycle management, including the planning and recruitment, contractual management, renewal, departure and replacement management ;
 - Planning and schedule management: Developing, monitoring, executing and quality control of HR project activities;
 - Negotiation: ability to reach common grounds of agreement with stakeholders to meet IO objectives;
 - Providing information and guidance to internal and external stakeholders on HR policy and procedures;
 - Employment regulations and working conditions: understand, ensure communication and compliance to the applicable legal frameworks;
 - Drafting and reviewing policy documents and guidelines, analyzing data and producing qualitative and quantitative reports to facilitate the decision making process;
 - HR improvement projects, involving HRIS implementation and/or HR processes digitalization would be considered as advantageous;
 - Proficient-level use of HR systems and databases, in particular SAP and/or Success Factors would be considered as advantageous.
- **Behavioral Competencies:**
 - Collaborate: Shares information with others so there are no surprises. Involves others as appropriate to accomplish individual and group goals. Welcomes and acknowledges the ideas and input of others.
 - Communicate Effectively: Clear, concise, and professional in communication. Listens with interest to what others have to say. Shares information and updates with others as needed. Is clear and thorough in reports, documentation, and other written information.
 - Customer focus: Ability to build strong customer relationships and deliver customer-centric solutions;
 - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
 - Manage Complexity: Collects relevant information to understand intricate problems and issues. Learns and uses systematic problem-solving tools and methods. Recognizes symptoms that indicate problems. Separates relevant facts from less essential or unnecessary data when solving problems.
 - 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 line management and that may jeopardize the achievement of the Project's objectives.