ITER 국제기구 공모 직위 직무기술서 (제229차)

❍ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	인사 (HRD)	Human Resources Department Remuneration, Performance & Employment Section	HR Partner	HRD-015	G3

IO1938 HR Partner HRD-015

General information

Job category	Standard
Status	Published
Department	HRD / Human Resources Department
Section	HRD / Remuneration, Performance & Employment Section

Job description

Main job	Business Administration - Human Resources
Title of the position	HR Partner HRD-015
Job family	Functional Assistant - 1
Grade	G3
Direct employment	Required
Purpose	As part of the Remuneration, Performance & Employment Section, the HR Partner provides a customer focused and efficient Human Resources (HR) service to the ITER Organization (IO) and its staff. Working as part of a team the job holder also contributes to the development and/or improvement of HR administrative procedures and policies, as well as to HR process automation.
Main duties / Responsibilities	Provides information to newly hired staff and answers general staff queries on IO conditions of employment and HR policies, directing staff issues and more complex queries to the appropriate HR Officer or to the line management; Assists in the preparation of the monthly payroll, in particular creating and maintaining staff files and system records, contributing to the regular payroll process; Registers, maintains, verifies and follows up on data and information for all payroll related matters, in particular for the entitlement to social and family allowances, social insurance and pension affiliations, claims and declarations; Registers, maintains and follows up on data related to time administration, including absences, overtime, on-call duty and other working patterns, as required; Follows up and registers data related to medical examinations; Administers end of employment checks as per the established departure procedure; Ensures document filing paper and electronic is kept up to date, filed and archived; Contributes to the assessment of HR process automation needs and evolution, HR Information System (HRIS) development and implementation of self-service functionalities for the staff, including user acceptance testing; Prepares statistics and reports within the scope of the job; Provides back-up support to other colleagues of the team, as required; Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own area of work, cooperating closely with other HR areas; May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule; Maintains a strong commitment to the implementation and continuation of the ITER Safety Program, values and ethics.
	Reports to Remuneration Performance & Employment Section Leader; Works closely with the Compensation and Benefits Coordinator Liaises with the CEA medical center, occupational doctor, infirmary, and Safety Department on occupational health related matters; Liaises with the staff of the Human Resources Department; Interfaces on a daily basis with IO staff members; Responds to requests from the Director-General/ Head of HRD and proactively informs the Head of HRD of any important issue that cannot be handled by the concerned line management that may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	Delivers efficient HR services by ensuring high quality, accuracy and guaranteeing an equal and fair treatment of staff; Ensures compliance to the Staff Regulations, applying consistently HR policies, internal procedures and processes;

Provides accurate and high quality documents, reports and statistics within the defined schedule;

Communicates clearly and effectively with staff at all levels, in a friendly and professional manner;
Establishes good work relations and a collaborative attitude with all staff members of the Human Resources Department, as well as a client-oriented approach with the staff of other Departments, consistent with the IO project values.

Project Construction Phase
ID SAP: 50000064

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	HR, Finance or Business Administration or relevant
Level of experience	At least 3 years
Technical experience/knowledge	At least 3 years' of relevant professional experience in a Human Resources function for an international organization or complex technical project; Experience in implementing HR policies and procedures, including payroll administration, time management, statutory entitlements, social insurance and other financial staff benefits; Good experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.
Social skills	Ability to work in a team and to promote team spirit
General skills	Proactive with a demonstrated ability to produce high quality results; Excellent organization skills and ability to respond effectively to changing priorities; Ability to manage high volume workloads, to work under pressure and meet deadlines; Very good numerical and analytical abilities; Client-Service oriented, with excellent listening skills to adjust communication content and style to deliver messages; High level of discretion and confidentiality in dealing with staff issues and handling personal documents; Able to work efficiently autonomously; Ability to work with integrity, high standards of team mindset, trust, excellence, loyalty and respect for diversity in a multi-cultural environment.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Knowledge of other languages of ITER Members is an advantage; Experience in working with HRIS, similar to SAP and/or Success Factors.