

# IO1996 Management Information Systems Officer CIO-189

## General information

Job category	Standard
Status	Published
Department	CIO/ Central Integration Office
Division	CIO / Information Technology Division
Section	CIO / IT / IT Application & Development Section

## Job description

Main job	Computer Science - System Administration
Title of the position	Management Information Systems Officer CIO-189
Job family	Functional Officer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To develop and oversee the implementation of Management Information Systems (MIS) including Business Intelligence (BI) in support of ITER's engineering, project management and administrative activities.</p> <p>To ensure industry standards are followed/respected and that data is well organized, safe and secure.</p>
Main duties / Responsibilities	<p>Coordinates development and implementation of MIS project activities both on and off-site; Coordinates the MIS team and its activities to ensure efficient delivery of services and projects; Provides support to and maintenance of existing management information systems/applications; Develops and maintains the organization's data warehouse; Provides/Drives strong reporting and analytical support to the organization; Develops and maintains integration between various data management systems (SAP, Enovia, Catia, Primavera, SmartPlant, Matrix PLM, etc.); Closely collaborates with all other units in IO and domestic agencies to implement ITER project wide management information solutions; Analyzes business needs and proposes technical solutions to address them; Organizes user support and assistance in MIS areas of responsibility; Generates both periodic and ad hoc reports as needed; Proactively identifies/raises any important/urgent issues that may jeopardize the achievement of the project's objectives; Develops documentation (policies, how-tos, working instructions, guidelines, etc.) to allow for smooth operations and easy system maintenance; May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays; 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 perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the IT Application and Development section leader; In response to requests from the Director-General and/or CIO Head, or proactively, informs the DG/CIO Head of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Delivers IT projects in timely manner, within the accorded scope and in line with defined costs; Maintains high levels of customer satisfaction; Assures continuous, uninterrupted operation of MIS services; Assures continuous improvements and development of team skills and capabilities.</p>
	<p>Project Construction Phase SAP ID 50001152</p>

## Applicant criteria

Level of study	Master or equivalent degree
Diploma	Computer Science, Business Intelligence
Level of experience	At least 8 years
Technical experience/knowledge	<p>At least 8 years' experience in implementing large and complex IT software systems;</p> <p>At least 5 years' experience in IT project management including software engineering practice (e.g. configuration management, user requirements capturing, testing and validation, etc.);</p> <p>Sound knowledge of MS Office tools (Word, Excel, PowerPoint, Outlook);</p> <p>Sound knowledge of data and process modelling principles; databases and database programming languages; application architecture; integration/exchange principles; and data analysis;</p> <p>Good experience in coordinating team development, preferably using agile development methods;</p> <p>PRINCE2, ITIL or similar certification is desirable/mandatory;</p> <p>Extensive 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.</p>
Project experience	At least 5 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<p>Ability to facilitate dialogue with a wide variety of contributors and stakeholders;</p> <p>Ability to adjust communication content and style to deliver messages;</p> <p>Ability to persist in the face of challenges to meet deadlines with high standards;</p> <p>Ability to model high standards of team mind-set, trust, excellence, loyalty and integrity.</p>
Languages	English (Fluent)