

ITER 국제기구 공모 직위 직무기술서(제73차)

○ 2개 직위(D급)

구분	분야/소속	직 위	Job No.	등급
제73차	행정(ADM) /Department for Administration	Director of Department for Administration	ADM-000	DDG/ D2
	CODAC, 가열 및 진단 /Department for ITER Project	Director of the Directorate for CODAC, Heating and Diagnostics	CHD-001	DDG/ D1-D2

Purpose

The Director of Department for Administration shall support the Director General (DG) in the development of the Strategic Management Plan and the overall strategy and manage the execution of the plan, consistent with the baseline costs, schedule and scope as defined by the ITER Council by providing systems such as budget, scheduling, and staffing plans as well as oversight of staff selection; supporting the Director-General (DG) in all administrative matters related to Human Resources, Finance and Budget, In-kind and In-cash Procurements and Contracts, Project Information Systems, Document Control and System Management to achieve the ITER Project's goal coming into the construction phase; managing efficiently Directors of Directorates in the Department.

Major Duties/Responsibilities

- Supports the DG in all matters related to project administration in close collaboration with the other Departments for the ITER Project, and Safety, Quality and Security, and the Office of the Director-General;
- Provides effective leadership for the Department by ensuring managers and team members are motivated and constantly developing their skills and experience through close staff collaboration;
- Supervises Directorate(s) activities in different areas:
 - Human Resources in the development of staffing initiatives while providing strategic support to ITER Organization (IO) management with regard to human resources policy and relationship with the Staff Committee;
 - Procurement Arrangement & Contract in the effective development of in-kind management and management of in-cash procurements and contracts and supporting cost estimates for large procurements;
 - Finance and Budget in the timely and accurate planning, management, control and communication of financial and budget information and procedures;
 - Project Information Systems in the development and maintenance of tools related to computer technology needs including servers, office computers, network and software infrastructure, video and audio conferencing infrastructure; but not including data acquisition and control;
 - Document Control in regard to documents and records management;
 - Systems management to evaluate and implement changes to processes and management to improve the efficiency of the organization.
- Guarantees the smooth and efficient management of relations between Directorates within the Department and with other Departments;
- Ensures and communicates information, statistics and reports concerning the Department for Administration's activities;
- Facilitates the Financial Audit Board to undertake auditing activities;
- Oversees the preparation of administrative topics for ITER Council meetings as well as Management Advisory Committee meetings;
- Ensures work delivering consistent with the budget of the Department and manages the staffing of the Department;
- Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;
- Maximizes human capital and people's commitment to achieving the IO goals;
- Provides leadership in safety;
- Builds and maintains relationship with internal stakeholders, Domestic Agencies and major external stakeholders;
- Performs other duties linked to the above purpose upon management request, as necessary;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Applicant Criteria

Education:

- At least a Master's degree in administration or other relevant discipline;
- Knowledge of project management principles and tools is required;
- Knowledge of public administration is desirable.

• *Technical experience:*

- At least 20 years of experience in the administration of large scale institutions with international activities;
- Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project.

• *People Management experience:*

- At least 15 years of high level and supervisory positions in major organizations, preferably in a scientific environment;
- Ability to provide effective leadership;
- Ability to motivate and develop the team members' skills and experience.

• *Special skills:*

- Excellent communication and negotiation skills;
- Ability to work in a team and to promote team work;
- Ability to work effectively in an international environment;
- Ability to negotiate with influence and convince internal and external stakeholders;
- Skills consistent with managing a complex developmental project.

• *Languages:*

- English (working).

Direct Supervisor and Interfaces

- Reports to the Director-General;
- Interfaces with other Departments and Directorates to provide excellent administrative support.

Measures of Effectiveness

- Manages effectively the Directorate Directors and the achievement of their performance targets.
- Generates and maintains trustworthy, accurate and relevant information;
- Supports the implementation of the ITER Project scope;
- Maintains effective and positive communications with all Domestic Agencies;
- Responsible for Department deliverables that meet safety standards, quality schedule and cost requirements;
- Responsible for implementation of safety nuclear regulation and other safety standards of the Department's work;
- Responsible for adherence to technical standards.

Purpose

To support the Director of Department for ITER Project and provide leadership in all matters related to the CODAC, heating and current drive systems and the diagnostic systems (CHD). In particular, to manage scope, schedule, cost, risk and quality of the related work and oversee interfaces to all other technical systems. To develop a central control system that operates the ITER site and all associated equipment and to manage with all technical groups the interfaces of their equipment to this system. To manage the development and construction of state-of-art heating and current drive system. To manage and oversee provision of all necessary diagnostics. To position ITER to be a facility and a research team with a leading, world-class fusion science program. To oversee and coordinate the execution of the Strategic Management Plan and decisions taken by the Director General (DG) and Director of Department. To implement systems: budget and schedule planning, staffing plan and oversight of staff selection at the CHD Directorate level.

Major Duties/Responsibilities

- Manages all projects relevant to scope, schedule, cost, risk and quality and regularly reports to the Director of DIP;
- Provides effective leadership for heads of division and staff of the Directorate for CHD by ensuring managers and team members be motivated, and by constantly developing their skills and experience through close staff collaboration; Oversees the interfaces between the ITER Organization and the Domestic Agency Leaders related to the tasks of CHD;
- Involves him/herself in the management of cost and schedule contingency;
- Enforces the project's Quality Assurance (QA) program and risk mitigation related to the CODAC, heating and current drive systems and diagnostic systems;
- Manages the change control process and communicates changes to the Director of Department for ITER Project;
- Oversees the development and implementation of a control system that can be used across the site including infrastructure controls, plant controls etc.;
- Oversees the technical interfaces between the on-site construction and the control system applications;
- Develops application programs to support the testing and operation of all systems;
- Develops data storage and access for user operation;
- Develops and installs the necessary networks across the site;
- Integrates the safety relevant systems into the control system;
- Manages the change control process for his/her scope of work and communicates changes to the Director of Department for ITER Project;
- Ensures work delivering consistent with the budget of the Directorate and manages the staffing of the Directorate;
- Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;
- Maximizes human capital and people's commitment to achieving the IO goals;
- Provides leadership in safety;
- Builds and maintains relationship with internal stakeholders, Domestic Agencies and major external stakeholders;
- Performs other duties linked to the above purpose upon management request, as necessary;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree equivalent to PhD in plasma physics and/or fusion technology or in relevant scientific and technological disciplines.
- **Technical and Project experience:**
 - At least 20 years' experience with a deep understanding of CODAC, plasma heating and current drive, plasma diagnostic and/or similar complex systems;
 - Experience in effective QA management and implementation.
- **People Management experience:**
 - A minimum of 10 years of high level and supervisory positions in major organizations, preferably in a scientific environment;
 - Ability to provide effective leadership;
 - Ability to motivate and develop the team members' skills and experience.
- **Social skills:**
 - Excellent communication and negotiation skills;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to negotiate with influence and convince internal and external stakeholders;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - English (working).
- **Computer and IT skills:**
 - Skills consistent with managing a complex developmental project.

Direct Supervisor and Interfaces

- Reports to the Director of Department for ITER Project;
- Interfaces with other directorates to support excellent integration;
- Interfaces with the construction design team on building requirements. Maintains communication with other organizations related to the ITER collaboration as well as fusion community;
- In response to requests from the Director-General, or proactively, informs the Director-General 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.

Measures of Effectiveness

- Manages the construction and integration activities for the issues of CHD.
- Manages interface between CHD divisions and Domestic Agency Leaders.
- Develops a cost effective installation and testing plan.
- Supports the Director of Department for ITER Project in implementing the ITER technical scope.
- Maintains effective communications with all Members delivering subsystems for the issues of CHD.
- Implements and enforces ITER's construction with high QA program.
- Responsible for Directorate deliverables that meet safety standards, quality schedule and cost requirements.
- Responsible for implementation of safety nuclear regulation and other safety standards of the Directorate's work.
- Responsible for adherence to technical standards.