

ITER 국제기구 공모 직위 직무기술서(제74차)

○ 14개 직위

분야	소속	직 위	Job No.	등급
중앙통합 엔지니어링 (CIE)	Project Controls Division	① Project Control Monitoring Section Leader	CIE-227	P5
		② Project Schedule Management Section Leader	CIE-233	
		③ Project Reporting Officer	CIE-224	P3
	Assembly & Operations Division	④ Construction Management Resp. Officer	CIE-230	P4
		⑤ Site & Plant Installation Resp. Officer	CIE-234	
CODAC 가열 및 진단 (CHD)	Control System Division	⑥ Control System Architect	CHD-091	P4
		⑦ Safety Systems Engineer	CHD-092	
중앙엔지 니어링 (CEP)	Electrical Engineering Divisions	⑧ Power Conversion Engineer	CEP-126	P4
		⑨ Cable Engineer	CEP-128	G6
		⑩ Electrical Experienced Technician	CEP-104	G4
	Fuel Cycle Engineering Division Plant Engineering Division	⑪ Tritium Plant System Engineer	CEP-130	P3
		⑫ Cooling Water Thermal-hydraulic Engineer	CEP-135	
행정 (ADM)	Human Resources	⑬ Administrative Assistant	ADM-101	G3
		⑭ Administrative Assistant	ADM-102	

IO1242 Project Control Monitoring Section Leader CIE-227

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division
Section	CIE/ PC/ Project Control Monitoring Section

Job description

Main job	Project Management - Generalist
Title of the position	Project Control Monitoring Section Leader CIE-227
Job family	Section Leader
Grade	P5
Direct employment	Required
Purpose	<p>To lead the Project Control Monitoring Section in the Project Controls Division within Central Integration and Engineering (CIE) Directorate.</p> <p>To ensure that the project control systems of ITER are established and managed according to international standards and best practices.</p> <p>To execute project performance reviews and to report on the status of the project scope, schedule and budget execution to the ITER top management.</p> <p>Supervises the establishment & management of project schedule, monitoring the project performance, identifying delayed or problem areas & assessing impacts, including preparation of the Strategic Management Plan, integration of Detailed Work Schedules, preparation & implementation of policy documents, procedures & work instructions, & continuous improvement of the schedule control process;</p> <p>Supervises the control of Cost & Resource management system & establishment & implementation of the earned value management system;</p> <p>Supervises the implementation of the ITER risk management plan & configuration management plan;</p> <p>Supervises the project performance monitoring & the preparation of Schedule & cost Reports & analysis to be provided to the ITER Organization & Domestic Agencies Senior Management Team & Advisory Committees;</p> <p>Supervises & coordinates the work of the distributed project controls specialists & analysts function;</p> <p>Provides effective leadership for the Section ensuring team members are motivated & constantly developing their skills/experience;</p> <p>Develops & maintains related work plans & procedures including necessary software tools for their implementation;</p> <p>Supports the Project Controls Division Head in all matters related to his/her duties & responsibilities;</p> <p>Supports the execution of the Strategic Management Plan & the Detailed Work Schedules defined by IO; executes & delivers work consistent with the budget of the Section and contributes to its the staffing;</p> <p>Assures that IO's goals are achieved in a timely & effective manner, which meets safety, quality, cost & schedule targets;</p> <p>Maximizes human capital & people's commitment to achieving IO goals;</p> <p>Provides leadership in safety;</p> <p>Builds & maintains relationship with internal & external stakeholders;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values & ethics.</p> <p>Reports to Project Controls Division Head;</p> <p>Acts as an interface between the Project Controls Division and other Divisions in ITER Organization, and the Domestic Agencies for all matters of his/her responsibility;</p> <p>In response to requests from the Director-General and/or the CIE Director, or proactively, informs the DG/CIE Director of any important and urgent issues that cannot be handled by the concerned</p>
Main duties / Responsibilities	

	line management and may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	<p>Establishes and maintains a suite of project control systems adequate to the Project needs;</p> <p>Establishes an effective collaboration with the Domestic agencies for all matters related to the project controls and successfully resolves conflicts or problems when they arise;</p> <p>Ensures that the sections' resources are adequate to face the evolving project needs;</p> <p>Responsible for Section deliverables that meet safety standards, quality schedule and cost requirements;</p> <p>Responsible for implementation of safety nuclear regulation and other safety standards of the section's work;</p> <p>Responsible for adherence to technical standards.</p>
	Project Construction Phase

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering or Project Management Field
Level of experience	At least 10 years
Technical experience	<p>Experience in the fields of Project Management and Project Controls in large scale projects for the construction of nuclear power plants or fusion facilities or other energy related plants;</p> <p>international experience would be an advantage;</p> <p>Proven experience in establishing and managing project control systems;</p> <p>Proven experience in risk management.</p> <p>At least 5 years' experience in managing service support contracts would be an advantage.</p> <p>Ability to provide effective leadership.</p> <p>Ability to motivate and develop the team members' skills and experience.</p>
Project experience	At least 10 years
People management experience	At least 5 years' would be an advantage
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Good negotiation skills
General skills	<p>Ability to communicate efficiently, and to maintain healthy and open relationships with various project participants.</p> <p>Ability to negotiate with influence and convince internal and external stakeholders.</p> <p>Ability to write concise and clear reports in English.</p>
Languages	English (Working)
Specific skills	Cobra, MS Office standard (Word, Excel, PowerPoint, Outlook), Primavera, SAP

IO1244 Project Schedule Management Section Leader CIE-233

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division
Section	CIE/ PC/ Project Schedule Management Section

Job description

Main job	Project Management - Scheduling
Title of the position	Project Schedule Management Section Leader CIE-233
Job family	Section Leader
Grade	P5
Direct employment	Required
Purpose	<p>To lead the Project Schedule Management Section in Project Controls Division within Central Integration and Engineering (CIE) Directorate;</p> <p>To ensure the project is executed on schedule by making various recovery and preventive actions to catch up the schedule or to prevent slippage;</p> <p>To establish and maintain the basis of the project engineering and construction work processes for the effective and efficient configuration controls and system engineering management.</p> <p>Supervises & manages the activities of the Project Engineers to identify delays/problem areas from monitoring project performance data, assessing impacts & investigating causes, coordinating the establishment of recovery or preventive action plans & following up their implementation;</p> <p>Supervises & coordinates activities related to the implementation across ITER project of the Systems Engineering Management plan. Ensure inter-disciplines coordination;</p> <p>Supports the Project Control Division Head & the Director of the Department for ITER Project in the assessment of critical areas for the project, the preparation of status reports, the assessment & evaluation of solutions & in the coordination of the implementation of corrective/recovery actions;</p> <p>Proactively interacts with the other Divisions in IO & the Domestic Agencies to identify critical areas & to ensure that projects are completed according to ITER Plan;</p> <p>Provides effective leadership for the Section ensuring that the team members are motivated, work effectively with all organizations in the assessment & mitigation of project risks & in the resolution of issues & are constantly developing their skills/experience;</p> <p>Develops and maintains related work plans & procedures including necessary software tools for their implementation;</p> <p>Executes & delivers the Detailed Work Schedule in support of the Strategic Management Plan for scope budget & schedule of the systems in the Section & contributes to the staffing of the Section;</p> <p>Assures that IO's goals are achieved in a timely & effective manner meeting safety, quality, cost & schedule targets;</p> <p>Maximizes human capital & people's commitment to achieving IO goals;</p> <p>Provides leadership in safety;</p> <p>Builds & maintains relationship with internal & external stakeholders;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics.</p>
Main duties / Responsibilities	<p>Reports to Project Controls Division Head</p> <p>Interfaces with other Divisions in ITER Organization, and the DAs for all matters of his/her responsibility</p> <p>In response to requests from the Director-General (DG) and/or Director of Central Integration & Engineering (CIE) Directorate or proactively, informs the DG/Director of CIE Directorate 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>Establishes work plans and coordinates the implementation of the plans in an efficient and</p>

Measures of effectiveness	<p>effective manner;</p> <p>Resolves conflicts or problems to recover delayed activities and/or to prevent delay;</p> <p>Ensures that a fully consistent and complete technical baseline is maintained through implementation of the management plans established;</p> <p>Responsible for Section deliverables that meet safety standards, quality schedule and cost requirements;</p> <p>Responsible for implementation of safety nuclear regulation and other safety standards of the section's work;</p> <p>Responsible for adherence to technical standards.</p> <p>Project Construction Phase</p>
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Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering Field or other relevant field
Level of experience	At least 10 years
Technical experience	<p>Experience in the fields of Project Management, Coordination, Expediting , Technical Integration and/or Plant Engineering in large scale projects for the construction of nuclear power plants or fusion facilities or other plants; international experience would be an advantage.</p> <p>Knowledge and experience in the application of Configuration Control and Systems Engineering Management.</p> <p>Experience and skills in Project Control and Management is required.</p> <p>Experience and skills in planning and problem solving.</p> <p>Overall knowledge on project design engineering processes, procurement processes and construction & commissioning schemes.</p>
People management experience	At least 5 years' would be an advantage
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Good planning and organisational skills, Good negotiation skills</p> <p>Ability to provide effective leadership.</p> <p>Ability to motivate and develop the team members' skills and experience.</p> <p>Capability of managing and driving a group of project engineers.</p>
General skills	<p>Ability to negotiate with influence and convince internal and external stakeholders;</p> <p>Ability to communicate efficiently, and to maintain healthy and open relationships with various project stakeholders.</p>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1240 Project Reporting Officer CIE 224

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division
Section	CIE/ PC/ Project Control Monitoring Section

Job description

Main job	Project Management - Generalist
Title of the position	Project Reporting Officer CIE 224
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To develop project performance reporting policies and methodologies consistently with industry best practices and international standards and ensure that these are effectively applied throughout the whole project.</p> <p>To manage the Project performance reporting process and contribute to the continuous improvement of the ITER performances.</p>
Main duties / Responsibilities	<p>Develops the ITER Project performance reporting methodologies, procedures and relevant working instructions and oversees over their implementation across the whole organization; Coordinates the preparation of planning documents and reports in conjunction with other divisions and Domestic Agencies to define the ITER Organization's (IO) strategy; Analyses the project performance and prepares periodic progress reports, performance indicators and metrics to be used by the ITER Senior Management; Proactively develops and suggests strategies for the improvement of the schedule execution; Ensures that any issue and risk affecting the execution of project schedule is promptly reported and assessed at appropriate level; Organizes and executes training to ensure that the technical officers are aware of and able to implement the project reporting procedures;</p> <p>Prepares functional specifications for automated reports and reporting tools; Supports the Section Leader and the Division Head in the execution and follow-up of monthly performance reviews; Interacts with the other units inside the ITER Organizations and with the ITER Domestic Agencies (DAs) to ensure that cost and schedule constraints are adequately considered during the definition of the ITER baseline configuration and that planning documents are used for the allocation of the IO resources and budgets to execute; Performs other duties linked to the above purpose upon management request, as necessary; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; 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 Project Control Monitoring Section Leader;</p> <p>Acts as an interfaces between the section and other units in ITER and in the Domestic Agencies for the areas of his responsibilities;</p> <p>In response to requests from the Director-General and/or Director of Central Integration & Engineering (CIE) Directorate or proactively, informs the DG/Director of CIE Directorate 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>Develops effectively and implements project performance reporting policies;</p> <p>Respects the schedule for the reporting of project performance and ensures that schedule recovery actions are promptly developed;</p> <p>Maintains effective communication within the ITER Organization and with all interfacing organizations</p>

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Engineering/ Project Management
Level of experience	At least 7 years
Technical experience	<p>At least 7 years' experience in the management of projects and portfolios of large scientific and/or nuclear projects;</p> <p>Experience in Project management training;</p> <p>Successful experience supervise the activities of planning and reporting officers through the entire supply chain.</p>
Project experience	6 to 10 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Good negotiation skills
General skills	<p>Excellent capability to promote team work and to manage effectively the interactions with other Technical Directorates and Parties (DAs).</p> <p>Ability to communicate and negotiate effectively with counterparts in other organizations.</p>
Languages	English (Working)
Specific skills	Cobra, Primavera, SAP

IO1243 Construction Management Resp. Officer CIE-230

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Assembly & Operations Division
Section	CIE / AOP / Machine Assembly & Installation Section

Job description

Main job	Engineering - Construction
Title of the position	Construction Management Resp. Officer CIE-230
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To support the Machine Assembly & Installation Section Leader in all Construction Management activities;</p> <p>To define and implement the policies and procedures for the management and coordination of all on-site installation and assembly activities;</p> <p>To elaborate and maintain the Integrated Construction Schedule, to ensure safe, timely and cost-effective coordination of installation and assembly activities on the ITER Site;</p> <p>To manage the Construction Activities and the related tenders and contracts.</p> <p>Defines the policy, strategy and overall plan for installation and assembly activities on the ITER site;</p> <p>Develops and maintains the Integrated Construction Schedule & ensures the co-ordination and optimization of IO and DA suppliers' activities;</p> <p>Reviews construction specifications, procedures, site reception and construction reports and protocol;</p> <p>Manages on-site activities related to site reception and inventory of deliveries;</p> <p>Coordinates on-site activities related to off-loading, reception inspection, temporary storage, assembly and installation tasks;</p> <p>Ensures adequate supervision is made by suppliers and responsible officers for on-site fabrication tasks;</p> <p>Provides assembly and installation advice and support to all systems;</p> <p>Contributes to the ITER safety program and technical risk control and enforces them through individual behavior and through his/her organization;</p> <p>This position may require shift work and the participation in a regular stand-by duty, including nights, Sundays and public holiday, as dictated by the needs of the construction schedule;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Main duties / Responsibilities	<p>Reports to the Machine Assembly and Installation Section Leader;</p> <p>Interfaces directly with all Departments of the ITER Organization;</p> <p>In response to requests from the Director-General and/or the Director for Central Integration and Engineering, or proactively, informs the DG/Director for Central Integration and Engineering 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>
Measures of effectiveness	<p>Generates and maintains coherent, comprehensive, and understandable documentation;</p> <p>Maintains effective communications within the ITER Organization, and the Domestic Agencies;</p> <p>Complies with the ITER Quality Assurance (QA) program and safety requirements;</p> <p>Completes the objectives set in agreement with the leader of the Machine Assembly and Installation Section.</p> <p>Project Construction Phase</p>

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Mechanical Engineering
Level of experience	At least 10 years
Technical experience	At least 10 years' professional experience, having reached a high level of expertise in the management of construction, installation and assembly of large scale industrial plants; At least 5 years' experience in international projects is highly desirable; At least 8 years' professional experience in nuclear environment; Experience in international procurement and tendering is considered as an advantage.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Proactive
General skills	Proactive, with drive and initiative; Ability to write clear and concise reports.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1241 Site & Plant Installation Resp. Officer CIE-234

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Assembly & Operations Division
Section	CIE / AOP / Machine Assembly & Installation Section

Job description

Main job	Engineering - Facilities engineering
Title of the position	Site & Plant Installation Resp. Officer CIE-234
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To support the Machine Assembly & Installation Section Leader in all Site and Plant Installation activities;</p> <p>To prepare, plan, coordinate and implement the installation of the plant systems located in the non-nuclear buildings and across the ITER Site;</p> <p>To develop and elaborate the strategies and solutions necessary to efficiently define, validate, execute and control the installation of the plant systems, including the preparation and implementation of resource-loaded plans for the work, and the coordination of the resources assigned to support the work.</p> <p>To ensure compliance of the Site and Plant Installation activities with the ITER Quality Assurance (QA) program, safety requirements and procurement procedures, and cost-containment objectives.</p>
Main duties / Responsibilities	<p>Participates in the evaluation of the engineering designs of plant components and systems, non-nuclear buildings, and ITER site, and provides Plant System Responsible Officers (ROs), and system designers with guidance on installation aspects;</p> <p>Reviews / develops concepts for installing, controlling and certifying the plant components and systems;</p> <p>Elaborates and validates installation procedures, schedules, resource requirements and cost estimates;</p> <p>Identifies the required tooling to ensure successful, safe and timely installation of plant systems, in collaboration with the RO for Tooling.;</p> <p>Identifies and documents the installation scope, and implements the most appropriate sourcing solution, in close collaboration with Procurement and Contracts Division;</p> <p>Assists in the management of installation contracts;</p> <p>Ensures consistent approaches to installation and maintenance, in collaboration with the system designers;</p> <p>Participates in the monitoring of the manufacturing and acceptance of components and systems;</p> <p>This position may require shift work and the participation in a regular stand-by duty, including nights, Sundays and public holidays as dictated by the needs of the construction schedule;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>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 Machine Assembly and Installation Section Leader;</p> <p>Interfaces directly with all Departments of the ITER Organization (IO);</p> <p>In response to requests from the Director-General (DG) and/or the Director for Central Integration Engineering (CIE), or proactively, informs the DG/Director for CIE 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>Generates and maintains coherent, comprehensive, and understandable documentation;</p> <p>Maintains effective communications within the IO, and the Domestic Agencies;</p>

Complies with the ITER Quality Assurance (QA) program and safety requirements;
Completes the objectives set in agreement with the leader of the Machine Assembly and Installation Section.

Project Construction Phase

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Mechanical Engineering
Level of experience	At least 10 years
Technical experience	Professional experience in the management of installation and assembly of large scale industrial plants, in international projects; At least 5 years' professional experience in nuclear power plant construction is desirable; Knowledge of high voltage electrical supply, cooling water, and/or cryogenic plant systems would be a strong advantage. Experience in international procurement and tendering.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Ability to write clear and concise reports. Proactive, with drive and initiative.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1248 Control System Architect CHD-091

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for CODAC, Heating & Diagnostics
Division	CHD / Control System Division
Section	CHD / CSD / CODAC Section

Job description

Main job	Engineering - Control system
Title of the position	Control System Architect CHD-091
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To lead the design and implementation effort in the areas of Control, Data Access and Communication (CODAC) operational applications (central supervision, orchestration, automation, distributed feedback control, synchronization, data acquisition, data archiving and scheduling) in a highly collaborative environment;</p> <p>To manage all interfaces between CODAC operational applications, plant systems and major stakeholders (machine operation and physics operation);</p> <p>To take full responsibility of delivering CODAC operational applications on schedule and within the allocated budget;</p> <p>To perform parts of the CODAC final design;</p> <p>To manage contracts to support above activities.</p>
Main duties / Responsibilities	<p>Takes a leading role in the development of CODAC operational applications involved in automation, distributed feedback control and synchronization;</p> <p>Establishes good communication channels with all stakeholders (CODAC, operations, plant system responsible officers, Domestic Agencies DAs- responsible officers and suppliers) involved in automation, distributed feedback control and synchronization;</p> <p>Participates to the definition of control system requirements and verification methods associated to the control system components of automation, distributed feedback control and synchronization;</p> <p>Prepares and follows technical audits and critical project reviews associated to the procurement and construction of plant systems involved in automation, distributed feedback control and synchronization;</p> <p>Mentors and supports external plant system developers in their architecture, detailed design, construction, verification and commissioning activities;</p> <p>Evaluates standard tools in the CODAC Core System used for automation, distributed feedback control and synchronization to propose/implement improvements when needed;</p> <p>Monitors external contractors activities relating to implementation of CODAC operational applications;</p> <p>Contributes to the final design of CODAC by drafting some of the CODAC operational applications final design documents;</p> <p>Promotes CODAC standards to external stakeholders; external plant system developers, machine operation and physics operation;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.</p> <p>Reports to CODAC Section Leader;</p> <p>Interfaces with the plant system responsible officers within ITER Organization;</p> <p>Interfaces with the DAs procurement and technical teams (suppliers) involved with the construction and delivery of plant control system;</p> <p>Interfaces with control system developers affiliated with CODAC or external suppliers.</p> <p>In response to requests from the Director-General and/or Director of CODAC, Heating &</p>

Measures of effectiveness	Diagnostics, or proactively, informs the DG/ Director of CODAC, Heating & Diagnostics 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.
	Implements and delivers the relevant parts of the CODAC final design.
	Implements and delivers the relevant parts of CODAC operational applications within schedule and budget.
	Develops cost effective integration and commissioning plans.
	Develops and maintains effective communications with all stakeholders.
Project Construction Phase	

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Computer science, electronics or relevant
Level of experience	At least 10 years
Technical experience	Experience in the design, development, integration and commissioning of control system of large-scale physics projects;
	Experience in dealing with control system stakeholders (physicists, control engineers, technical domain experts, etc.);
	Experience in control theory, analysis and design of digital control systems;
	Experience in software-intensive distributed real-time control, deterministic communication and synchronization techniques;
	Experience in software engineering and quality assurance;
Project experience	Experience in using Linux and real-time operating systems;
	Experience in digital electronics and field programmable gate array (FPGA)
Social skills	4 to 5 years
	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Ability to work effectively in a multi-disciplinary environment
	Experience in dealing with contractors, managing the procurement of products and services in a competitive manner;
	Experience in drafting technical and managerial documents.
Languages	Excellent computer and IT skills are mandatory.
	English (Working)

IO1249 Safety Systems Engineer CHD-092

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for CODAC, Heating & Diagnostics
Division	CHD / Control System Division
Section	CHD / CSD / Plant Control and Instrumentation Section

Job description

Main job	Engineering - Control system
Title of the position	Safety Systems Engineer CHD-092
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To be responsible for the development of the central part of Safety Control System Instrumentation and Control systems provided by the seven Domestic Agencies (DAs);</p> <p>To be responsible for their implementation, by overseeing and managing the integrated safety system and the design of the interfaces for the components and plants throughout its life cycle.</p> <p>Takes a leading role in the development of the central Safety Control system throughout its life cycle including its licensing in France;</p> <p>Takes a leading role in the development of the integrated safety systems and generate the technical specifications for outsourcing the development of the systems;</p> <p>Manages the scope, schedule, cost of procurement of the systems and supporting hardware through the specified procurement packages;</p> <p>Manages the collaboration between ITER International Organization and Domestic Agencies;</p> <p>Is responsible of the definition of the interfaces between central and plant safety systems;</p> <p>Integrates the work carried out by the different plant system experts on the identification and implementation of the safety Integration & Control functions in the Plant Safety systems;</p>
Main duties / Responsibilities	<p>Is responsible for design and technical specification of the central safety control systems;</p> <p>Prepare system design reviews;</p> <p>Supports the licensing process for the nuclear Integration & Control part;</p> <p>Performs technical follow-up of the procurement and installation of the Central Safety System;</p> <p>Manages the Factory and site acceptance tests for the Central Safety System;</p> <p>Contributes to the standardized and integrated commissioning phases for the safety systems;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>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 Plant Control and Instrumentation Section Leader;</p> <p>Acts as an interface between IO other sections and Plant Control and Instrumentation Section for safety control system matters;</p> <p>Interfaces with the ITER Nuclear Safety and Licensing Division and industries involved in the development of specifications and implementations for the relevant systems;</p> <p>In response to requests from the Director-General and/or Director of CODAC, Heating & Diagnostics, or proactively, informs the DG/ Director of CODAC, Heating & Diagnostics 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>Develops the design of the central safety control system;</p> <p>Prepares the technical specifications of allocated contracts;</p> <p>Develops design of the interfaces for the components and for the other plant safety systems;</p> <p>Manages the contracts of systems/components through contract packages;</p> <p>Prepares effectively for the installation of the safety I&C systems on ITER.</p> <p>Project Construction Phase</p>

Applicant criteria

Level of study	PhD or Master's Degree
Diploma	Physics/Nuclear engineering or other relevant
Level of experience	At least 8 years
Technical experience	Experience in the specification and design of safety systems; Experience in fusion facilities is considered as an advantage; Relevant experience in the design, construction of safety I&C systems; Knowledge of safety I&C systems for nuclear facilities, IEC61508 and IEC 61513 standards; Good knowledge of large systems integration; Clear understanding of the problems linked with control systems in large facilities and with the integration of heterogeneous industrial subsystems, is required.
Project experience	4 to 5 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to organize and monitor activities, Ability to communicate effectively
General skills	Large scientific facility or Industrial Project Management experience is required; Experience in managing technical contracts; Experience in coordinating teams with different technical background; Experience in providing high quality technical and scientific documentation.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Proficiency in control hardware and network.

IO1219 Power Conversion Engineer CEP-126

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Electrical Engineering Division
Section	CEP/ EED/ Coil Power Supply Section

Job description

Main job	Engineering - Electronics
Title of the position	Power Conversion Engineer CEP-126
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To lead and manage the system engineering activities for design, procurement, installation and commissioning of the ITER in Vacuum Vessel Power Supply System (iVV PSS), which includes the Edge Localized Mode (ELMs) Power Supply, Vertical Stabilization Power Supply and the DC busbars system.</p> <p>The main features of this system are:</p> <ul style="list-style-type: none">- high power, switching power converters, with very fast control performances and a total rated power of about 120 MVA;- challenging Electro-Magnetic and radiation environments;- challenging layout configuration. <p>Is the Technical Responsible Officer (TROs) for the procurement, installation, testing and commissioning of the ITER in Vacuum Vessel Power Supply System (iVV PSS) to ensure that all components of belonging this system will be designed, fabricated, tested and installed in accordance with the requirements, including the system and layout integration aspects and the interfaces with other ITER systems;</p> <p>Develops the Conceptual design of iVV PSS and prepares the technical specifications for procurement;</p> <p>Follows-up the work performed by ITER and DA Contractors for the detailed engineering, fabrication, installation and test of the iVV PSS;</p>
Main duties / Responsibilities	<p>Performs the transient and steady state analysis of the electrical circuits of the system and the iVV PSS to verify the design solutions and the performances;</p> <p>Manages the interfaces of the iVV PSS, including, plasma control, PPEN, SSEN, CCWS, in Vacuum Vessel Coil, CODAC, buildings, et.al;</p> <p>Follows-up with the ITER and DA Computer Aided Design (CAD) Office involved in the work related to the iVV PSS;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Coil Power Supply Section Leader;</p> <p>Acts as an interface between all technical divisions, to support excellent integration of the electrical installation, the DAs and contractors;</p> <p>In response to requests from the Director-General and/or Director of Central Engineering & Plant (CEP) Directorate, or proactively, informs the DG/ Director of CEP Directorate 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>
Measures of effectiveness	<p>Manages the design integration of the iVV PSS;</p> <p>Maintains effective communication with all the interfacing teams of the ITER and the DA;</p> <p>Supports the completion of the procurement activities of iVV PSS in accordance with the defined schedule;</p>

Provides the required input data and monitors the activities of the CAD design;
Performs the analysis on the iVV PSS to verify the performance.

Project Construction Phase

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	In the power electronic engineering field
Level of experience	At least 8 years
Technical experience	<p>Experience in design and installation of complex electrical power conversion systems;</p> <p>Good experience in managing design, construction, installation and testing of switching power supply and thyristor based power supply system, comparable with those of the ITER iVV PSS;</p> <p>Good knowledge of the electrical circuit transient analysis;</p> <p>Good experience in the preparation of technical specifications for procurement contracts of large electrical/power electronic components/subsystems.</p> <p>Good knowledge of International electrical standards & Electrotechnical Commission standards for switching power conversion system would be an advantage.</p> <p>Experience in the design and installation of power conversion system for Tokamak would be an advantage.</p>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1221 Cable Engineer CEP-128

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Electrical Engineering Division
Section	CEP/ EED/ Electrical Power Distribution Section

Job description

Main job	Engineering - Electricity
Title of the position	Cable Engineer CEP-128
Job family	Engineer - 1
Grade	G6
Direct employment	Required
Purpose	<p>To manage the cable engineering tasks (production of cable diagrams, cable routing, cable tray network design and cable terminations) for the ITER facility, including the supervision of Engineering Support Companies activities.</p> <p>To manage the cabling interfaces between the different systems within the ITER project.</p> <p>To supervise the design integration of the cables and cable tray network in the ITER facility.</p> <p>The key facts and figures of the ITER Cable Engineering system are:</p> <ul style="list-style-type: none">more than 120,000 cables;more than 150 km of cable trays installed in buildings and galleries;it is a key system for the scientific success of the project;it includes important interfaces and requirements regarding nuclear safety. <p>Interfaces on the Cable Engineering activities using the ITER standard software tools for the cable and cable tray design workflow. Those cable engineering activities include:</p> <ul style="list-style-type: none">- Cable Data gathering: collecting the data links between equipment;- Production of Electrical cable diagrams in 2D;- Cable tray design in 3D with CATIA;- Seismic studies for cable tray supports;- Cable routing: route the cables over the different cable trays and penetrations, using an automatic routing tool;- Design of Cable terminations: Detail the cable wire termination into connectors and/or terminal blocks;- Production of Bill of Material: list of cables, connectors, cable trays;- Production of Cable routing card: production of the cable installation and termination sheets;- Production of Cable trays installation reports: production of reports for cable trays installation;- Cable tray installation supervision;- Cable pulling and termination supervision; <p>Supervises the work performed by Engineering Support Companies contracted by the ITER Organization. This work comprises the preparation of the corresponding task order (or work assignment) describing the scope of work, input data, deliverables and due date, for the activities listed above. The work assignment execution will require data gathering, control of the schedule, and revision and approval of the deliverables issued;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Electrical Power Distribution Section Leader;</p> <p>Acts as an interface between all technical divisions, to support excellent integration of the electrical installation, the Domestic Agencies and contractors;</p> <p>In response to requests from the Director-General and/or Director of Central Engineering & Plant (CEP) Directorate, or proactively, informs the DG/ Director of CEP Directorate 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>
Main duties / Responsibilities	

Measures of effectiveness	<p>Completes requested engineering design and installation activities of the Cable engineering team in accordance with the defined schedule, with the support of the Cable Engineering contractors;</p> <p>Communicates efficiently with other sections and departments of the ITER Organization on related issues;</p> <p>Coordinates and directs efforts of the ITER Organization and the Domestic Agencies in respect to design, installation and commissioning of the cables.</p> <p>Manages efficiently the contracts;</p> <p>Completes the cabling within the deadlines defined in the construction schedule.</p>
	Project Construction Phase

Applicant criteria

Level of study	Bachelor or higher degree
Diploma	In the Electrical Engineering field or other
Level of experience	At least 8 years
Technical experience	<ul style="list-style-type: none"> - Experience in engineering with at least 5 years' experience in cable engineering (cable diagram production, cable routing cable tray design); - Field Experience (cable pulling or cable tray installation and/or supervision) would be considered an advantage; - Work experience in large scientific or industrial facility is required; - Basic Project Management experience is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1250 Electrical Experienced Technician CEP-104

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Electrical Engineering Division
Section	CEP/ EED/ Coil Power Supply Section

Job description

Main job	Engineering - Electricity
Title of the position	Electrical Experienced Technician CEP-104
Job family	Experienced Technician - 1
Grade	G4
Direct employment	Required
Purpose	<p>To support the engineering design and integration activities of the Coil Power Supply Section in all matters related to design integration of Direct Current (DC) busbars and instrumentation of the ITER Coil Power Supplies, including the power and control cables for Fast Discharge Units and Switching Networks.</p> <p>To support the work on the installation of the components of Fast Discharge Units and Switching Networks and DC busbar system.</p>
Main duties / Responsibilities	<p>Manages the electrical integration and layout of the DC busbars system of the ITER Coil Power Supplies, including line and earthing dis-connector, instrumentation and mechanical support;</p> <p>Manages the routing of power and control cables for Fast Discharge Units and Switching Networks;</p> <p>Follows up the interfaces between busbars, power supply components, magnets, cooling water, and the building infrastructure (penetrations, mechanical supports, space reservation, compressed air etc.), be responsible for the required documentation update;</p> <p>Follows-up with the ITER and DA Computer Aided Design (CAD) Office involved in the work related to the DC busbar and instrumentation;</p> <p>Manages the installation of the components of the Switching Network Unit, Fast Discharge Unit and DC busbar system, following the specific rules for segregation, separation and Quality Assurance/Quality Control that are dedicated to the interconnection of safety relevant power supply components;</p> <p>Supports the Technical Responsible Officer (TRO) of the Procurement Arrangement (PA) for Switching Network Unit, Fast Discharge Unit and DC busbar to follow-up the design, construction, testing of the associated components;</p> <p>Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>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 Coil Power Supply Section Leader.</p> <p>Acts as an interface between with all members of the Electrical Engineering Division, Magnet Division, cooling water designer, building designers, Domestic Agencies and others responsible for systems to support excellent design integration of the DC busbar system and the systems installation.</p> <p>In response to requests from the Director-General and/or the Director for Central Engineering and Plant, or proactively, informs the DG/ Director for Central Engineering and Plant 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>Manages the design integration of the DC busbars system and power and control cables for Fast Discharge Units and Switching Networks;</p> <p>Maintains effective communication with all the interfacing teams of the ITER and the DA.</p>

Provides the required input data and monitor the activities of the CAD design.
Performs the work on the installation of the components for Fast Discharge Units and Switching Networks and DC busbar package;

Project Construction Phase
SAP Number 50000185

Applicant criteria

Level of study	Bachelor or higher degree
Diploma	Electrical or Electro-mechanical engineering.
Level of experience	5 to 10 years
Technical experience	Experience in design and installation of large and complex electromechanical systems; Knowledge of International Electrotechnical Commission standards electromechanical components; Knowledge of the design and installation of the DC busbar and cable would be an advantage; Experience in the design and installation of complex electrical system for Tokamaks and/or large superconductive magnets would be an advantage.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of Microsoft Office package tool; Good knowledge of software applications for development of 3D model and 2D schematics; Good knowledge of running computer codes for transient and steady-state analysis of electrical system would be an advantage.

IO1225 Tritium Plant System Engineer CEP-130

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Fuel Cycle Engineering Division
Section	CEP / FCE / Tritium Plant Section

Job description

Main job	Engineering - Chemical engineering
Title of the position	Tritium Plant System Engineer CEP-130
Job family	System Engineer - 1
Grade	P3
Direct employment	Not required
Purpose	<p>To be responsible for elements of Tritium Plant integrated system design, procurement, installation and commissioning which includes the Isotope Separation System, Tokamak Exhaust Processing System, Storage and Delivery System, Detritiation System, Water Detritiation System, Analytical System, Automatic Control System and other support system.</p> <p>The key facts and figures of the Tritium Plant are:</p> <ul style="list-style-type: none">Processes deuterium-tritium exhaust from the ITER tokamak including impurity removal, hydrogen isotope separation, tritium storage, water detritiation and effluent gas detritiation;Daily hydrogen isotope throughput of 40 m3 during experimental campaigns;Tritium inventory less than 4 kg;Tritium stack releases less than 0.6 g/year;Full complement of systems for safe tritium handling.
Main duties / Responsibilities	<p>Is responsible for performance and management of the design, R&D, integration and qualification of the multiple systems associated with the Tritium Plant;</p> <ul style="list-style-type: none">Develops and maintains the integrated Tritium Plant design;Communicates and manages integration requirements to Fuel Cycle and Tokamak systems;Develops and uses computer modeling tools to analyze and understand Tritium Plant operations;Develops, communicates and maintains Tritium Plant description and plan documents such as Tritium Plant integrated design description, operational state definition, operational plan, system function coordination and Tritium Plant system requirements document;Performs Tritium Plant information standardization and harmonization;Provides information necessary for advancement of the Tritium Plant safety basis;Performs other duties in support of the project schedule as described in the Detailed Work Schedule and Strategic Management Plan, as, for example, responsible officer for a system;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.
Measures of effectiveness	<p>Report to the Tritium Plant Section Leader;</p> <p>Interfaces with others Division or section on the ITER project including especially the Vacuum, and Fueling and Wall Conditioning sections and the Domestic Agency (DAs);</p> <p>In response to requests from the Director-General and/or Director of Central Engineering & Plant (CEP) Directorate, or proactively, informs the DG/ Director of CEP Directorate 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>Work Products: Completes assignments as specified, on time and within budget. Particular attention will be given to progress on Tritium Plant level design which includes definition and harmonization of functions and requirements, system descriptions, interface descriptions and operational plans. Progress will include collection of written and verbal information, coordination, analysis, synthesis, clash resolution, value engineering and communication of results;</p> <p>Team Contributions: Provides and receives contributions from fellow team members, and contributes to an overall productive work environment;</p>

Safety and Security: Performs work, generates designs and oversees the work of others with proper attention to safety and security.

Project Construction Phase

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	In chemical engineering
Level of experience	At least 8 years
Technical experience	Engineering experience with at least 5 years in successfully performing and/or managing the design, construction, installation, commissioning and operation of tritium processing systems or similar systems. Knowledge of formal chemical processing plant design procedures and disciplines; Knowledge multiple technical areas including tritium processing, tritium safety, gaseous chemical processing, nuclear licensing, vacuum systems and fusion technology is desirable.
Project experience	4 to 5 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)

IO1213 Cooling Water Thermal-hydraulic Engineer CEP-135

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Plant Engineering Division
Section	CEP / PED / Cooling Water System Section

Job description

Main job	Engineering - Hydraulics
Title of the position	Cooling Water Thermal-hydraulic Engineer CEP-135
Job family	System Engineer - 1
Grade	P3
Direct employment	Not required
Purpose	<p>To provide thermal and hydraulic engineering expertise to the Cooling Water System (CWS) section.</p> <p>To identify and execute technical studies, establish and review baseline documentation, design, procurement, installation, commissioning, operation and maintenance of all functions required for the correct and safe running of the ITER cooling water system.</p> <p>Identifies, coordinates and executes the required thermal-hydraulics steady state analyses of the various CWS circuits by using the Fathom code;</p> <p>Identifies, coordinates and executes the required Thermal-hydraulics transient analyses of the CWS circuit by using the RELAP5 code;</p> <p>Verifies that safety margins for SIC systems are maintained as required during steady-state operation and during transients;</p> <p>Reviews the Process Flow Diagrams (PFDs) and P&IDs of the CWS circuits prepared using SEE-VISIO software by the Domestic Agencies (DAs);</p> <p>Assess the pressure drop of various client components and systems;</p> <p>Identifies and resolves the thermal-hydraulics requirements and relevant functional interface issues with other PBSs, sections or divisions;</p> <p>Investigates and assess the compliance of the final design of the CWS according to the thermal hydraulic functional requirements, safety requirements, and the interfaces with all the clients;</p> <p>Coordinates, manages and reviews the documents, calculations and analysis prepared by industry during the fabrication and construction phases;</p> <p>Manages the contracts for the thermal-hydraulics steady-state analysis;</p> <p>Evaluates deviation requests and non-conformances during fabrication and construction phases to assess impact on the conclusions of the thermal-hydraulic analyses;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Main duties / Responsibilities	<p>Reports to the Cooling Water System Section Leader;</p> <p>Acts as an interface between the Cooling Water System and DAs staff to support development and update of the relevant thermal hydraulic models and between the CWS section and the interfacing client and user systems;</p> <p>In response to requests from the Director-General and/or Director of Central Engineering & Plant (CEP) Directorate, or proactively, informs the DG/ Director of CEP Directorate 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>
Measures of effectiveness	<p>Identifies, coordinates and executes the thermal and hydraulic analysis for the CWS;</p> <p>Provides all inputs necessary to design, construct and test the CWS;</p> <p>Provides timely resolution of deviation requests and disposition of nonconformances affecting</p>

thermal-hydraulic analyses during fabrication and construction;
 Supports efficiently the CWS section and Plant Engineering Division;
 Communicates with other organizations within the ITER collaboration and the fusion community.

Project Construction Phase

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	In mechanical, process engineering area
Level of experience	At least 8 years
	Engineering experience, with at least 5 years of technical experience in the thermal hydraulic design of heat transfer systems namely in the nuclear field.
Technical experience	Consistent knowledge of thermal hydraulic design of complex piping systems; Consistent experience in thermal hydraulic design codes for heat transfer systems namely in the nuclear field;
	Basic Project Management experience is required.
Project experience	1 to 2 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)

IO1246 Administrative Assistant ADM-101

General information

Job category	Standard
Status	Published
Department	ADM/Directorate for General Administration
Division	GEA/ Human Resources

Job description

Main job	Business Administration - Human Resources
Title of the position	Administrative Assistant ADM-101
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To provide administrative support to the recruitment and training processes for IO staff and to the internship and Visiting Researchers arrangement administrative procedures.</p> <p>To contribute to other personnel administration tasks within the Human Resources (HR) Division of the ITER Organization.</p>
Main duties / Responsibilities	<p>Contributes to the recruitment process from filling in job offers in the recruitment software, organizing candidates' interviews, until new staff members' arrival, for the scope defined by the Responsible Officer;</p> <p>Prepares contract extensions, termination or other amendments for staff members;</p> <p>Follows up training plans implementation for assigned Directorates, and organizes training courses;</p> <p>Maintains training data in SAP and other data bases on a regular basis, ensuring their accuracy, and their efficient use in several dashboards;</p> <p>Monitors purchase requests / order in SAP, in the case replacement of the secretary is needed;</p> <p>Answers internship requests, organizes selections and maintains the internship data base and dashboard;</p> <p>Issues and follows up Visiting Researchers Arrangements and other contractual documents, in order to support HR Officers;</p> <p>Performs other duties linked to the above purpose upon management requests;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>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 Head of Human Resources, under the supervision of the Responsible Officer for Recruitment and Training;</p> <p>In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the DG/ Director for General Administration 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>Interacts with all staff members of the Administration Department as well as the other Departments;</p> <p>Interacts on a daily basis with all the staff members of the IO.</p> <p>Issues requested administrative documents and dashboards accurately and in a timely manner;</p> <p>Respects procedures as defined and detailed in the existing quality documentation;</p> <p>Provides efficient and high quality service to the team for his/her scope of work;</p> <p>Establishes a good collaborative attitude and relationship with all staff members of the Administration Department as well as the other Departments.</p> <p>Project Construction Phase.</p>

Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Administration or other relevant field
Level of experience	At least 5 years
Technical experience	Experience in a similar Human Resources position in a large scientific project performed in an international environment.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to hold and respect deadlines
General skills	High level of reliability, discretion and confidentiality in handling documents; Reactivity and adaptability; Excellent organization skills and ability to set priorities and meet deadlines with a strong sense of service; Demonstrated ability to produce good quality and accurate results; Good communication skills and the ability to work towards goals with a good level of autonomy.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP

IO1247 Administrative Assistant ADM-102

General information

Job category	Standard
Status	Published
Department	ADM/Directorate for General Administration
Division	GEA/ Human Resources

Job description

Main job	Business Administration - Human Resources
Title of the position	Administrative Assistant ADM-102
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To provide administrative support in the management of relocation benefits, missions process and to other personnel administration tasks within the Human Resources (HR) Division of the ITER Organization.</p>
Main duties / Responsibilities	<p>Manages official duty expenses by implementing the travel policy, registering missions orders, calculating reimbursements and contributes to the entire process within the defined scope of responsibilities;</p> <p>Processes claims related to travel and removal expenses; from the reception of the removal cost estimates and the travel files until completion of the payment;</p> <p>Elaborates monthly and annual reports related to different HR data;</p> <p>Makes proposals to update and revise HR process and procedures, and documentation in accordance with the Management Quality Process (MQP) rules;</p> <p>Provides advice and guidance to staff and secretaries with respect to administrative procedures and policy practices related to mission, removal and travel;</p> <p>Provides support in Payroll and Time administration, as well as other HR tasks such as updating process, making statistics or reports;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management requests;</p> <p>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 Head of Human Resources, under the supervision of the Administrator Responsible for Payroll, Pension, Social Insurance and Mission;</p> <p>Interfaces on a daily basis with all the staff members of the IO;</p> <p>In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the DG/ Director for General Administration 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>Accomplishes tasks accurately and in a timely manner;</p> <p>Respects procedures as defined and detailed in the existing MQP documentation;</p> <p>Provides efficient and high quality service to the team for his/her scope of work;</p> <p>Establishes a good collaborative attitude and relationship with all staff members of the Administration Department as well as the other Departments.</p> <p>Project Construction phase.</p>

Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Administration or other relevant field
Level of experience	At least 5 years

Technical experience	Experience in a similar position in a large multi-disciplinary project performed in an international environment is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to hold and respect deadlines
General skills	Ability & skills to produce high quality results; Excellent organizational and coordination skills to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling department documents; Good communication skills and capability to work towards departmental goals with a high level of autonomy.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP