

## ITER 국제기구 공모 직위 직무기술서 (제87차)

### ○ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	안전·품질·보안 (SQS)	Quality Assurance Division	Quality Audit Coordinator	SQS-013	P4

# IO1363 Quality Audit Coordinator SQS-013

## General information

Job category	Standard
Status	Published
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Quality Assurance Division

## Job description

Main job	Quality-Methodology - Quality control-Audit
Title of the position	Quality Audit Coordinator SQS-013
Job family	Coordinating Officer
Grade	P4
Direct employment	Required
Purpose	<p>To develop and manage the ITER organization (IO) quality audit program for both internal audits and external surveillance audits in line with the ITER Quality Assurance Program (ITER QAP).</p> <p>Develops annual Internal Process Management System Audits Program for the ITER Organization;</p> <p>Develops an audit surveillance programme for monitoring work performed by Domestic Agencies to check compliance with the ITER QAP;</p> <p>Supervises the buildup of an ITER quality audit team within the IO and plans suitable training for both auditors and lead auditors;</p> <p>Maintains a listing of personnel qualified to perform quality audits, and assigning audit teams to perform each audit;</p> <p>Approves, distributes, and maintains the audit schedules, plans, and reports for all internal and external quality audits;</p>
Main duties / Responsibilities	<p>Implements an effective process management system audit program and ensures implementation of corrective actions is verified;</p> <p>Evaluates findings reported on all internal and external quality audit reports and provides reports for Management Review;</p> <p>Maintains audit records, such as audit plans, audit reports, documented responses, completed corrective action records;</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 the Head of ITER Quality Assurance Division;</p> <p>Interacts with members of the ITER Team and Domestic Agency Personnel as required;</p> <p>Acts as an interface between IO and Domestic agencies audit personnel;</p> <p>In response to requests from the Director-General and/or Director of the Safety, Quality and Security (SQS), or proactively, informs the DG/ Director of the SQS 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>Provides effective monitoring of the ITER Organization's compliance with the QAP;</p> <p>Provides assurance of compliance of the Domestic Agencies with the ITER QAP;</p> <p>Provides effective documented audit results to show compliance with French Regulations.</p> <p>ID SAP: 50000655</p> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Engineering or other relevant discipline

Level of experience	At least 12 years
Technical experience	<ul style="list-style-type: none"> <li>Experience in auditing or relevant domain;</li> <li>Experience of developing and maintaining audit programs;</li> <li>Experience in developing and implementing audit training programs;</li> <li>Experience in matrix management coordination; Experience in the implementation of quality systems in the fusion industry is desirable;</li> <li>Experience in the development of Integrated Management Systems is desirable;</li> <li>Basic project management experience is required.</li> </ul>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<ul style="list-style-type: none"> <li>IRCA (International Register of Certificated Auditors) Lead Auditor qualification is essential;</li> <li>Comprehensive knowledge of quality and environmental standards.</li> </ul>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)