

ITER 국제기구 공모 직위 직무기술서 (제100차)

○ 55개 직위

구분	분야	소속	직위	Job No.	등급
①	일반행정 (GEA)	Procurement and Contract Division Procurement Installation, Plant & Support Section	Procurement Responsible Officer	ADM-008	P4
②	ITER 프로젝트부 (DIP)	Plant System Chief Engineer	CAD Designer	PSE-375 ~ PSE-384	G5/ G4
③	ITER 프로젝트부 (DIP)	Plant System Chief Engineer	CAD Technician	PSE-331 ~ PSE-374	G3/ G2

IO1441 Procurement Responsible Officer ADM-008

General information

Job category	Standard
Status	Published
Department	ADM/Directorate for General Administration
Division	GEA / Procurement and Contract Division
Section	GEA/ PCD/ Procurement Installation, Plant & Support Section

Job description

Main job	Business Administration - Procurement
Title of the position	Procurement Responsible Officer ADM-008
Job family	Coordinating Officer
Grade	P4
Direct employment	Not required
Purpose	<p>To manage complex tenders and place contracts for the ITER Organization (IO) from the establishment of the contract strategy through to the closure of the contracts;</p> <p>To propose and orient contract strategies and interface with suppliers for large bidders conference and clarification process; chair large tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs);</p> <p>To manage all activities relating to the development and implementation of Procurement Arrangements (PA) and all related Agreements;</p> <p>To provide input for strategic decision making;</p> <p>To improve IO Procurement policies, procedures, processes, templates and working instructions.</p>
Main duties / Responsibilities	<p>Manages the procurement process for contracts of significant financial and operational impact, from the procurement plan, the contract strategy, the preparation of the tender documents, and the signature of the contracts through to closure without grounds for claims;</p> <p>Proposes a sound procurement strategy for large contracts and PAs; manages the preparation of PAs and Instruction to Tenderers for the assigned Directorates in compliance with the Strategic Management Plan (SMP);</p> <p>Reviews the technical specifications drafted by the technical team, focusing on the schedule and contractual type of requirements and the overall consistency between the different parts of the contract, verifying fairness and objectiveness of the document;</p> <p>Drafts contracts terms and conditions, and leads negotiations of the final contract and commercial conditions, up to the signature by IO management;</p> <p>Provides line management with analyses for strategic procurement decisions within the Division;</p> <p>Chairs and manages Evaluation Committees, organizes the assessment of the offers and negotiation of terms and conditions in the view of achieving the best value for the IO and ensuring fairness of the process;</p> <p>Monitors tender procedures and contract strategies in the view of cost containment and best value for the IO;</p> <p>Manages joint tenders with DAs including the development of procurement strategies; drafts Memoranda of Understanding for joint tender processes and tender packages;</p> <p>Substitutes the Section Leader on a regular basis;</p> <p>Assumes a leadership role in the resolution of compensation events, claims or disputes;</p> <p>Prepares PAs for the in-kind procurement of components and ensures the IO concurrence on tender processes launched by the DAs for components of safety importance;</p> <p>Serves as a resource to technical line management and Technical Responsible Officers (TRO) working for the IO and the DAs with regard to in-cash and in-kind procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures and processes in order to reduce costs and achieve cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;</p> <p>Advises line management regarding the annual and multi-year procurement plan for the assigned area(s), in compliance with the SMP and the Detailed Work Schedules (DWS);</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p>

Measures of effectiveness	Maintains a strong commitment to the implementation and perpetuation of ITER Safety program, values and ethics.
	<p>Reports to the Installation, Plant & Support Section Leader;</p> <p>Interfaces with IO TROs, Finance Division, IO line management and DA representatives;</p> <p>In response to requests from the Director-General and/or Director for General Administration (GEA) Directorate, or proactively, informs the Director-General/ Director for GEA 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>Ensures fair competition and adequate selection and award criteria for the tenders under his/her responsibility;</p> <p>Leads negotiations and delivers Contracts for signature in accordance with agreed-upon deadlines;</p> <p>Successfully handles negotiations with the DAs for joint tenders;</p> <p>Develops and executes the procurement plans in accordance with the ITER Project Schedule;</p> <p>Rigorously implements IO procurement policies, procedures and processes;</p> <p>Effectively contributes to the organization of the Procurement and Contracts Division.</p> <p>SAP ID: 50000051</p> <p>Project Construction Phase</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering or other relevant discipline
Level of experience	At least 10 years
Technical experience	<p>At least 10 years of procurement domain experience including the management of complex tenders and international public procurement;</p> <p>Experience in a construction, engineering or scientific environment;</p> <p>Autonomy in the management of portfolios.</p>
Project experience	At least 3 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>Demonstrated excellence in written and verbal communications and negotiations;</p> <p>Well-developed planning and organization skills;</p>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP

IO1440 CAD Designer PSE-375 to 384

General information

Job category	Standard
Status	Published
Department	DIP/Plant System Chief Engineer

Job description

Main job	Computer Science - Computer Aided Design
Title of the position	CAD Designer PSE-375 to 384
Job family	Technician-3 or Coordinating Technician
Grade	G4 or G5
Direct employment	Required
	[Job offer for 3 or 5 year contract] 10 openings to be filled at G4 or G5 levels
Purpose	<p>Important notice: If you are interested in this vacancy, please fill in your application in the E-recruiting system of the IO website. Thereafter, you will receive a questionnaire within one week after your application is completed. To be eligible after nomination by the Domestic Agency, the applicant must complete the on-line questionnaire regarding technical skills & experience within 5 calendar days after having received the email request from the ITER Organization. Your application will be considered as not valid if you do not answer the questionnaire within the given timeframe.</p> <p>Note: if you are also applying for PSE-331 to 374, the questionnaire shall be filled in only once.</p>
Main duties / Responsibilities	<p>To execute design and engineering tasks on a range of mechanical and/or plant systems under the instruction of the Plant Breakdown Structure (PBS) Responsible Officer (RO);</p> <p>To apply best industrial practices in the area of Computer Aided Design (CAD) manufacture-ability, design integration, installation, commissioning and maintainability;</p> <p>To support design activities performed in a remote design collaboration manner;</p> <p>To control and manage CAD data and related databases;</p> <p>To propose solutions & corrective actions;</p> <p>To implement CAD Quality Assurance (QA) and Quality Control (QC) requirements and measures.</p> <p>Supports the PBS RO in the execution of technical studies, changes requests and design reviews involving multi-disciplines schematics, configuration models, detailed models and drawings for mechanical or/and plant equipment/systems;</p> <p>Supports the PBS RO in the procurement follow up via assessing speedily and efficiently design change requests and non-conformities; checking of manufacturing drawings;</p> <p>Produces General Arrangements, layout drawings, room bookings, bills of materials, support and interface drawings, isometrics, 3D simulations, tagging and other CAD data to support the final design, the procurement, the pre-assembly, the installation and the commissioning of the equipment;</p> <p>Alerts on new issues and any deviation;</p> <p>Supports integration, interface clarification and solving of design & integration issues with a high level of autonomy;</p> <p>Develops / converts files for dedicated analysis;</p> <p>Prepares CAD design Work Packages performed in a remote design collaboration manner, monitors and controls the CAD work on specific systems provided by Companies;</p> <p>Updates and maintains CAD data and related databases;</p> <p>Ensures efficient usage of the CAD infrastructure;</p> <p>Contributes to the identification of miss-functioning and improvements of the CAD infrastructure and implements corrective actions;</p> <p>Supports design activities associated to: standardization and catalogues, CAD data exchanges, maintenance of the context and configuration branches;</p> <p>Implements QA requirements and measures;</p> <p>Performs QC including CAD data cursory checks, collision checks, coherence checking between schematics and 3D, compliance with project specifications, best industry practices and CAD Manual;</p>

Measures of effectiveness	Provides written reports;
	Specific duties for CAD Designer at G5 level: Analyzes complex multi-disciplines / integration & design issues, proposes options and selection of most adequate solution, with a high level of autonomy; Performs preliminary stress / performance analysis. Performs other duties in support of the project schedule as described in the CAD Work-plan, Detailed Work Schedule and the Strategic Management Plan; 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.
	Provides accurate technical input to effectively support the equipment design, procurement, installation and testing within the defined time schedule; Produces CAD deliverables in a timely manner with a high quality standard; Provides design & integration solutions with a high level of autonomy; To implement Quality Control (QC) requirements and measures; Produces the required reports on time and in accordance with a high quality standard; Performs multi-tasking while adjusting quickly to new systems, issues and working environment.
Project Construction Phase	

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Technical Engineering field or other relevants
Level of experience	Please refer to G4 or G5 specific requirements
Technical experience	Technical Engineering field refers to electro-mechanical, civil & industrial buildings, fluidic proc., power-supply & control, QA, and CAD. Experiences considered as an advantage: Int'l project preferably in fusion and/or nuclear energy involving large components and structures, support systems, high-power circuits & buildings and complex interfaces; In a remote design collaboration environment; In 3D tolerance studies; Control deliverables from int'l subcontractors with regards to technical requirements and CAD quality;
	In design support activities id an advantage: CAD data exchanges, catalogue development and maintenance, software administration and support, CAD QA.
	For G4 level, at least 5 years' expce in a Design Office covering at least 15 of the topics described in the questionnaire required (see purpose); For G5 level, at least 7 years' expce in a Design Office covering at least 20 of the topics described in the questionnaire required (see purpose).
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit Computer and IT skills:
General skills	For G4 level, at least 3 years' experience in design work involving an advanced CAD system, including CATIA V5 and experience in at least 5 of the CAD tools described in the questionnaire (see purpose), are required; For G5 level, at least 5 years' experience in design work involving an advanced CAD system, including CATIA V5, and experience in at least 7 of the following CAD tools described in the questionnaire (see purpose) are required.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Works under the technical coordination of the Plant Breakdown Structure Responsible Officer; Acts as an interface with other internal and external resources for the final design, the procurements, the pre-assembly and the installation of the equipment; In response to requests from the Director-General and/or Plant System Engineering (PSE) Directorate Director, or proactively, informs the DG/PSE Directorate Director 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.

IO1439 CAD Technician PSE-331 to 374

General information

Job category	Standard
Status	Published
Department	DIP/Plant System Chief Engineer

Job description

Main job	Computer Science - Computer Aided Design
Title of the position	CAD Technician PSE-331 to 374
Job family	Technician - 1 or 2
Grade	G2 or G3
Direct employment	Required
	[Job offer for 3 or 5 year contract]
	44 openings to be filled at G2 or G3 levels
Purpose	<p>Important notice: If you are interested in this vacancy, please fill in your application in the E-recruiting system of the IO website. Thereafter, you will receive a questionnaire within one week after your application is completed. To be eligible after nomination by the Domestic Agency, the applicant must complete the on-line questionnaire regarding technical skills & experience within 5 calendar days after having received the email request from the ITER Organization. Your application will be considered as not valid if you do not answer the questionnaire within the given timeframe.</p> <p>Note: if you are also applying for PSE-375 to 384, the questionnaire shall be filled in only once.</p>
Main duties / Responsibilities	<p>To execute design and engineering tasks on a range of mechanical and/or plant systems under the instruction of the Plant Breakdown Structure (PBS) Responsible Officer;</p> <p>To apply best industrial practices in the area of Computer Aided Design (CAD) manufacture-ability, design integration, installation, commissioning and maintainability;</p> <p>To support design activities performed in a remote design collaboration manner;</p> <p>To implement CAD Quality Assurance (QA) requirements and measures;</p> <p>To implement Quality Control (QC) requirements and measures (G3 only).</p> <p>Supports the PBS Responsible Officer in the execution of technical studies, change requests and design reviews involving multi-discipline schematics, configuration models, detailed models and drawings for mechanical or/and plant equipment/systems;</p> <p>Supports the PBS Responsible Officer in the procurement follow-up via the contribution to the fast and efficient assessment of design change requests and non-conformities, and to the checking of manufacturing drawings;</p> <p>Produces General Arrangements, layout drawings, room bookings, bills of materials, support and interface drawings, isometrics, 3D simulations, tagging and other CAD data to support the final design, the procurement, the pre-assembly, the installation and the commissioning of the equipment;</p> <p>Alerts on new issues and any deviation;</p> <p>Supports integration, interface clarification and solving of design issues;</p> <p>Develops / converts files for dedicated analysis;</p> <p>Supports CAD design Work Packages performed in a remote design collaboration manner;</p> <p>Updates and maintains CAD data and related databases;</p> <p>Supports design activities associated to: standardization and catalogues, CAD data exchanges, maintenance of the context and configuration branches;</p> <p>Implements CAD Quality Assurance (QA) requirements and measures;</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>Specific duties for CAD Technician at G3 level:</p>

Measures of effectiveness	Supports CAD Quality Control including CAD data cursory check, collision check, coherence checking between schematics and 3D, compliance with project specifications (scope of work, design parameters & codes), best industry practices and CAD Manual.
	Works under the technical coordination of the Plant Breakdown Structure Responsible Officer; Acts as an interface with other internal and external resources for the final design, the procurements, the pre-assembly and the installation of the equipment; In response to requests from the Director-General and/or Plant System Engineering (PSE) Directorate Director, or proactively, informs the DG/PSE Directorate Director 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.
	Provides accurate technical input to effectively support the equipment design, procurement, installation and testing within the defined time schedule; Produces CAD deliverables in a timely manner with a high quality standard; Produces the required reports on time and in accordance with a high quality standard; Performs multi-tasking while adjusting quickly to new systems, issues and working environments.
	Project Construction Phase

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Technical Engineering field or other relevant
Level of experience	Please refer to G2 or G3 specific requirements
Technical experience	Technical Engineering field refers to electro-mechanical, civil & industrial buildings, fluidic proc., power-supply & control, QA, and CAD. Experiences considered as an advantage: In multi-national projects, preferably in fusion and/or nuclear energy involving large components and structures, support systems, high-power circuits & buildings and complex interfaces; In a remote design collaboration environment; In 3D tolerance studies; In control of deliverables from international contractors with regards to technical requirements and CAD quality; In design support activities: CAD data exchanges, catalogue development and maintenance, software administration and support, CAD QA;
	For G2 level, basic expce in a Design Office covering at least 8 of the topics described in the questionnaire required (see purpose);
	For G3 level, at least 3 years' expce in a Design Office covering at least 12 of the topics described in the questionnaire required (see purpose).
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Technical Engineering field refers to: electro-mechanical, civil & industrial buildings, fluidic processes, power-supply & control, Quality Management, and Computer Aided Design
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) Computer and IT skills: Knowledge of MS Office standard (Word, Excel, Visio, PowerPoint, and Outlook) is required;
Others	For G2 level, basic experience in design work involving an advanced CAD system, including CATIA V5, and experience in at least 2 of the CAD tools described in the questionnaire (link) are required;
	For G3 level, at least 2 years' experience in design work involving an advanced CAD system, including CATIA V5, and experience in at least 4 of the following CAD tools described in the questionnaire (link) are required.