

Technical Coordinator - POP-025

Main job	Technology
Department	DIP/Directorate for Plasma Operation
Job Family	Scientific coordination
Application Deadline	13/Nov/2011
Grade	G4
Direct employment	Required
Purpose	<p>To provide support to the Test Blanket Module (TBM) Program activities in the Plasma Operation Directorate, in particular in the preparation and maintenance of technical documentation such as Interface Control Documents and Sheets, activities planning, safety and Quality Assurance (QA) documents, in the preparation of the TBM Design Reviews, in the monitoring of frames and dummy TBM Procurement Arrangements (PA), and monitoring the ITER Members TBM team activities.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- Provides support in the preparation and maintenance of the Interface Control Documents and Sheets related to the Test Blanket Systems;- Provides major support in the preparation and maintenance of the TBM Program planning and schedule with monitoring of the identified milestones and implementation of potential necessary corrective actions;- Provides support in the preparation of safety-related documents taking into account the information received from the ITER Members' TBM Teams and checking their coherence with the ITER safety requirements in collaboration with ITER Organization (IO) Safety Group;- Provides major support in the preparation of QA procedure documents taking into account the procedures implemented by the various ITER Members' TBM Teams and checking their coherence with ITER QA requirements in collaboration with the IO QA Team;- Participates in the drawing up of technical specifications for the engineering design and procurement activities concerning the TBM Program (i.e. TBM frames, dummy TBMs) and of the technical documentation related to the compatibility of the Test Blanket System (TBS) components design with Remote Handling requirements;- Provides major support in the monitoring of the ITER Members' TBM Team activities, in particular in ensuring the technical secretarial work of the Port Management Groups and the maintenance of the

corresponding action lists;

- Maintains technical documentation within a web-based archive system;
- Provides support in the preparation of the technical documentation required for the periodical TBSs design reviews;
- Provides technical assistance in the main technical meetings including those concerning the TBSs design reviews;
- Provides coordination between Computer-Aided Design (CAD) activities in the ITER Members' TBM Teams and the IO CAD office;
- Maintain a strong commitment to the implementation and perpetuation of ITER safety programme, values and ethics.

Measures of effectiveness

- Successfully supports the TBM Program in drawing up and maintaining technical schedules in line with the defined milestones;
- Successfully generates and maintains coherent, comprehensive and clearly written documentation related to safety, QA procedures and meeting reports;
- Successfully manages effective communication on the TBM Program technical activities within the ITER Organization.

Level of study

Bachelor or equivalent degree

Diploma

Engineering or a related discipline

Level of experience

At least 8 years

Technical experience

- At least 8 years' experience in the preparation of technical documentation, and in particular concerning project management procedures;
- A good knowledge of QA systems and their practical application;
- Ability to write clear and concise reports and meeting records;
- Working experience in the nuclear field and/or fusion would be an advantage;
- Experience working on a website, web server and server program development 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

Specific skills

Computer Aided Design
ENOVIA
MS Office professional (Access, Project, Publisher, Visio)
MS Office standard (Word, Excel, PowerPoint, Outlook)

General skills

- Good knowledge of computer software related to Project Management (e.g. Microsoft Office Project) and to other Microsoft Office software (Excel, PowerPoint, etc.);
- Working knowledge of the CATIA V5 CAD software;

- Knowledge of the Enovia data base would be an advantage.

Languages English (Fluent)