

TITLE: Heating & Current Drive Drawing Office Liaison Officer		CHD-045
REPORTS TO LINE MANAGER: Head of Heating and Current Drive Division, Department for CODAC & IT, Heating & CD, Diagnostics		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G4-G5
Date Written: May, 2008	Date Revised: August, 2008	Date Revised:

Purpose:

To support the development and monitoring of the design activities of the Heating and Current Drive (H & CD) Division and assist in tracking and maintaining progress in the design activities of the division.

Major Duties/Responsibilities:

- Acts as liaison officer for the design activities for the H & CD Division.
- Monitors the overall H & CD Division design schedule.
- Assists the planning of the installation.
- Advises on the Quality Assurance (QA) applicable to the definition of the design.
- Keeps good track of the design documentation and approval.
- Monitors the technical interfaces between the various procurement packages.
- Supports H & CD Division to manage the ITER QA and Safety program related to the department.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and experience:

- **Education:** Bachelor degree (or equivalent) in technical or business management.
- **Experience:** 3 years experience in technical/mechanical design; experience in planning functions in scientific / technical projects.
- Ability to quickly draft reports and spreadsheets.
- Ability to work independently with minimal supervision.
- Ability to work effectively in a multi-cultural environment.
- Collaborative and positive personality.
- **Language requirements:** Good communication skills in written and spoken English.

Work Direction and Interfaces:

- Reports to the Head of H & CD Division.

Authority/Approval Levels:

This position has authority and approval levels generally defined by the Division Head (DH) for his/her scope of work

Measures of Effectiveness:

- Successfully develops and monitors the H & CD design activities in coordination with the Drawing Office.
- Successfully supports the development of the required project control documents.
- Successfully supports the H & CD Division Head in the implementation of the ITER QA and Safety program.