

IT System Administration Expert

CHD-074

Reports to Line Manager:	CODAC & IT Division Head, Department for CODAC & IT, Heating & CD, Diagnostics	Job Code:	CHD-074
Direct Employment:	Required	Grade:	G5

Purpose

In collaboration with a group of IT specialists, to provide support to the ITER team, and to assist the IT Responsible Officer in the technical preparation of purchase requests, to manage a budget overview, to organise day to day coordination meetings and keep track of team activities. In addition, the candidate shall develop and continually oversee the network and server architecture and be able to assist in the day to day administrative tasks.

china

Major Duties/Responsibilities

eu

india

japan

korea

russia

usa

- Manages the technical preparation of purchase requests and contract drafting, maintenance and follow-up;
- Manages the internal IT budget book keeping;
- Plans, implements and maintains the IT technical website containing how-to documentation, policies, e-forms and others;
- Assists the IT Responsible Officer to set-up day to day regular meetings, to document minutes and to follow-up on actions;
- Assists the server and network team in day to day maintenance tasks;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree equivalent to 4 years of study after the High School Diploma in Computer Science or equivalent.
- **Technical experience:**
 - At least 10 years of professional experience;
 - Solid knowledge and experience in networking and server technologies;
 - Experience in the preparation of technical purchase requests would be an advantage;
 - Experience in team coordination would be an advantage.
- **Social Skills:**
 - Ability to work effectively in a multi-cultural environment;
 - Ability to coordinate work in a team and to promote team work.
- **Language requirements:**
 - Fluent in English (written and spoken).

Direct Supervisor and Interfaces

- Reports to CODAC & IT Division Head.

Authority / Approval Levels

This position has authority and approval levels generally defined by the CODAC & IT Division Head for the scope of work.

Measures of Effectiveness

- Successfully prepares technical purchase requests and contracts;
- Successfully follows-up on maintenance, licenses, budget etc.;
- Successfully follows-up on teamwork and actions to be carried out, and also documents them.