Administrator for Video Conferencing   CHD-075

Reports to Line Manager:	CODAC & IT Division Head, Department for CODAC & IT, Heating & CD, Diagnostics	Job Code:	CHD-075
Direct Employment:	Required	Grade:	G5

Purpose

In collaboration with a group of IT specialists, to provide support to the ITER team, especially in the area of collaboration tool technologies. The ITER team uses H.323 video conferencing standards and Microsoft's Communicator and LiveMeeting for desktop based remote meeting and telephony.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Maintains and further develops collaboration tools;
- Installs, and administrates video conference equipment in high availability;
- Sets-up and performs maintenance on the associated server support systems (e.g. Multipoint Control Unit (MCU), gatekeeper);
- Coordinates the user support and assists to set-up remote meetings;
- Collaborates with ITER Partner IT Administrators to install compatible systems;
- Plans for standard videoconference rooms in all major ITER Partner locations and develops test standards to maximize availability and quality;
- Assists in all IT related activities;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
  - Degree at least equivalent to 4 years of study after the High School Diploma in Computer Science or equivalent.
- **Technical experience:**
  - At least 10 years' experience in videoconferencing technologies;
  - Solid knowledge of H.323 videoconferencing systems in particular for medium and large meeting rooms;
  - Knowledge of Microsoft's Communicator and LiveMeeting;
  - Knowledge in networking (TCP/IP);
  - Knowledge of Windows server 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 maintains the videoconferencing systems;
- Rapidly and successfully finds and removes problems in the system;
- Successfully collaborates with the ITER Partners' remote system administrators.