

Technical Coordinator

FST-025

Reports to Line Manager:	Deputy Director General (DDG), Department for Fusion Science and Technology	Job Code:	FST-025
Direct Employment:	Required	Grade:	G4

Purpose

To provide support to the Test Blanket Module (TBM) Program activities in the Department for Fusion Science and Technology, and in particular to participate in the:

- Preparation and management of technical documentation (e.g. Interface Control Documents and Sheets, activity plans, safety and Quality Assurance (QA) documents);
- TBM Design Reviews;
- Monitoring of Procurement Arrangements for port frames and dummy TBMs;
- Preparation of acceptance tests documentation;
- Monitoring of the test performances.

china

eu

india

Major Duties/Responsibilities

japan

korea

russia

usa

- Provides support in the preparation and management of technical documents related to the Test Blanket Systems (TBS), including Interface Control Documents and Sheets, as well as documentation required for periodic TBS design reviews; maintains all technical documentation within a web-based archive system
- Provides major support in the preparation and management of the TBM Program plans and schedule, with monitoring of the identified milestones and implementation of any necessary corrective actions;
- Provides support in the preparation of safety-related documents, taking into account information received from the ITER Members' TBM teams and confirming their coherence with 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 Members' TBM teams and confirming their coherence with ITER QA requirements in collaboration with the IO QA team;
- Participates in the development of technical specifications for the engineering design and procurement activities concerning the TBM Program (i.e. TBM frames, dummy TBMs);
- Provides coordination between CAD activities in the Members' TBM teams and the IO Computer Aided Design office;
- Provides major support in the preparation of the acceptance criteria documents and in monitoring the performance of the acceptance criteria tests, including contributions to the definition of the corresponding acceptance test facilities, which will be shared with several other ITER systems;
- Shows strong commitment to the ITER safety programme and enforces it through his/ her individual behaviour;
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications and Experience

- **Education:**
 - Degree equivalent to 3-5 years of study after the High School Diploma in Engineering or a related discipline.
- **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.
- **Social Skills:**
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Computer and IT skills:**
 - Good knowledge of computer software related to Project Management (e.g. Microsoft Office Project) and to other Microsoft Office software (Excel, PowerPoint, etc.);
 - An experience in website, web server and server program development would be an advantage;
 - Working knowledge of the CATIA V5 CAD software;
 - Knowledge of the Enovia data base would be an advantage.

Direct Supervisor and Interfaces

- Reports to the DDG of the Department for Fusion Science and Technology.
- Liaises with experts in the Members' TBM teams in relation to the TBM Program activities.

Authority / Approval Levels

This position has authority and approval levels defined by the DDG, for Fusion Science and Technology Department.

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 Organisation.