

TITLE: Technical Coordination Officer For meeting Organization and Issues Management		PRO 016
REPORTS TO LINE MANAGER: Head of Technical Coordination Section, Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3 ~P4
DATE WRITTEN: October 4, 2006	DATE REVISED: October 11, 2006	DATE REVISED: December 6, 2006

Purpose:

Assist the Section Leader in the management of the Technical Coordination Section. Assist the Section Leader in the organization and management of PT Leaders Meetings, Technical Coordination Meeting, Integration Design Review meetings. Maintain action lists, track design change requests and non-compliance documentation. Administer and maintain the ITER Issues data.

Duties and Responsibilities:

- Assist the Section Leader in the management of the Technical Coordination Section
- Assist the Section Leader in the organization and management of PT Leaders Meetings
- Assist the Section Leader in the organization and management of Technical Coordination Meeting
- Assist the project Office Head and Leaders with the organization of general design reviews
- Maintain and follow-up action lists, design change requests and non-compliance documentation.
- Administer and maintain the ITER Issues data.
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety at work system

Qualifications and Experience:

- Experience in the technical administration of large projects
- Ability to organize, run, and manage technical fusion meetings and high level interface meetings
- Overview knowledge of fusion technology and physics
- Ability to use management utilities and data bases
- Some knowledge of remote participation and communication techniques
- General ability to hold effective dialogue with fusion staff and collaborators world wide
- Knowledge of ITER would be an advantage
- Ability to work effectively in a multi-cultural environment.
- Fluent in English. A knowledge of the host language (French) and/or some of the PT languages would be an advantage

Work Direction and Interfaces:

- Reports to the Section Leader of the Technical Coordination Section in the Project Office. Interfaces with all other departments and divisions.
- Maintains communications with other organizations within the ITER collaboration and directly interfaces with Field Team and PT staff on Technical Coordination issues.

Authority/Approval Levels:

Has authority and approval levels generally defined by the Head of Project Office for his/her scope of work.

Measures of Effectiveness:

- Successfully contributes to the organization of ITER Technical Coordination Section.
- Successfully manages ITER interface meetings.
- Successfully manages actions, design changes and issues data bases.