TITLE: Librarian Technical Coordination Section, Project Office		PRO-034
REPORTS TO LINE MANAGER: Document Manager		
DIRECT EMPLOYMENT: REQUIRED	**GRADE:** G2	
DATE WRITTEN: Oct, 2006	**DATE REVISED:** 04/10/2006	**DATE REVISED:** 4/05/2007

Purpose:
Managing the ITER Library and assisting in work of the Document Management Unit.

Duties and Responsibilities:
- Establish ITER Library and Archives in the ITER Offices in Cadarache
- Set up or import databases of Garching/Naka Libraries and make these available to users
- Rationalize the documentation from the Joint Work Sites to create a comprehensive ITER Archive
- Log items in the database and store in ITER Library and Archives
- Organize and control the loan system for library and archive documentation
- Order books and periodicals and liaise with Procurement Section
- Assist Document Manager in publication review and edit technical documents in English
- Assist ITER staff to structure and store their documentation electronically in IDM
- Maintain the images and graphics data bases
- Assist the technical web-master to archive documents currently stored in the technical web
- Assist in editing technical documents in English as required by the Project
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics
- Maintain a strong commitment to the implementation and perpetuation of ITER safety at work system

Qualifications and Experience:
- Experience with office administration and tools (MS Office, Exchange, basic HTML)
- Experience with documents and records organisation (Filemaker Pro or equivalent)
- Experience with image processing software (Illustrator, Graphic Converter, Photoshop, etc)
- Knowledge of the magnetic fusion program and ITER would be a distinct advantage
- Proven ability to handle multiple tasks in parallel
- Fluent in spoken and written English. Knowledge of French would be an advantage
- Attentive to detail, and accurate and diligent in work
- Ability to work effectively in a multi-cultural environment

Work Direction and Interfaces:
Reports to the Document Manager of the Document Management Unit in the Technical Coordination Section of the Project Office. Interfaces with all other ITER Departments and Divisions. Maintains communications with other organizations within the ITER collaboration

Authority/Approval Levels:
Has authority and approval levels generally defined by the DG for his/her scope of work

Measures of Effectiveness:
Successfully contributes to making the Document Management Unit into an effective and viable facility in the ITER Organization