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| TITLE: Library Assistant | | PRO-053 |
| REPORTS TO LINE MANAGER: Document Manager, Technical Coordination Section; Project Office | | |
| GRADE RANGE: G2 | | |
| DATE WRITTEN: 13 December, 2006 | DATE REVISED | DATE REVISED: |

Purpose:

Assist the Library Manager in ITER Library management. Provide Library assistance to ITER Staff

Duties and Responsibilities:

- Assist in organizing and maintaining the ITER Library and Archive in the ITER offices in Cadarache.
- Photocopy and scan documents as required by the Document Management Unit, especially in the areas of task agreements, and materials and standards; also the Project Office and the ITER Project generally.
- Maintain library databases.
- Order books and periodicals if required.
- Assist ITER staff in uploading documents into IDM.
- Assist in maintaining the images and graphics databases.
- Generally assist the Project Office, and the Technical Coordination Section with its work.
- Assist the Materials and Technical Standards Officer with the correct storage and security of Libraries.
- 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:

- Some experience with office administration and tools.
- Some experience with documents and records organisation.
- Some knowledge of document and image software (MS-Office, Adobe, Photoshop, etc).
- Ability to work effectively in a multi-cultural environment.
- Good knowledge of English. Some knowledge of the host language (French) and/or some of the PT languages would be an advantage.
- Attentive to detail and accurate and diligent in work.

Work Direction and Interfaces:

Report to the Library Manager, Document Manager of the Document Unit in the Technical Coordination Section in the Project Office. Interface with all other departments and divisions.

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 contribute to making the Document Unit into an effective and viable facility in the ITER Organization