

TITLE : Records Assistant Project Office / Technical Coordination		PRO-056
REPORTS TO LINE MANAGER: Section Leader Technical Coordination Section, Project Office		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G2-G3
DATE WRITTEN: July 2007	DATE REVISED: MAY 2008	DATE REVISED:

Purpose:

The ITER project has a large number of records, such as letters, contracts, agreements, procedures, quality certificates, that require correct management, archiving, maintenance, security and search facilities. Some will be integrated into the electronic ITER Document management (IDM). Many will require physically sorting to decide whether to store, or electronically scan into the system. All will require moving to the new ITER site. For these purposes ITER seeks an experienced records assistant.

Duties and Responsibilities:

- Arranges and maintain safe and secures physical systems for storage and retrieval of hard copy records for ITER, and coordinate a practical marking system.
- Maintains electronic spreadsheets for all hard copy archives.
- Populates database systems for logging incoming records as requested.
- Scans and supervises scanning of documents that need to be held digitally for ease of access and store scans in ITER Document Management System (IDM).
- Assists the Documentation Manager in all areas of document management.
- 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:

- At least 3 years experience managing scientific and contractual records.
- Experience with design and data entry/reporting in document database systems.
- Excellent spoken and very good written English is required.
- Physical agility to manage the many ITER archived hardcopy records.
- Familiarity with cataloguing numbering schemes to ease storage and recovery.
- Ability to interact with colleagues at all levels for the retrieval and dissemination of documentation.
- Experience in an international organisation and good knowledge of spoken French would be an advantage.
- Knowledge of magnetic fusion program and ITER would be an advantage.

Work Direction and Interfaces:

Reports to the head of Technical Coordination Section under the supervision of the ITER Document Manager. Interfaces with all other 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 Unit into an effective and viable facility in the ITER Organisation