

<b>TITLE:</b> Technical Coordination Assistant		PRO- 061
<b>REPORTS TO LINE MANAGER:</b> Leader of Technical Coordination Section, Project Office		
<b>DIRECT EMPLOYMENT:</b> REQUIRED		<b>GRADE RANGE:</b> G3-G4
<b>Date Written:</b> July 2008	<b>Date Revised:</b>	<b>Date Revised:</b>

**Purpose:**

To organize and follow up technical review and coordination meetings, including the drafting of minutes and actions for the Technical Coordination Section, Project Office.

**Major Duties/Responsibilities:**

- Acts as a Technical Assistant for Project Office daily activities;
- Organizes and follows up technical review and coordination meetings, including the preparation of agendas, drafting of minutes, storage of documents, updating of records and actions;
- Maintains Project Office databases – design changes, issues, actions, workscope activities;
- Trains staff in Project Office tools, procedures and utilities;
- Updates and maintains ITER Technical Baseline documents;
- Contributes to the development of project systems for project documentation and meeting management (actions, issues, design changes, web etc);
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety-at-work system.

**Qualifications and experience:**

- **Education:**
  - A first degree in a relevant technical subject is desirable.
- **Experience:**
  - At least 5 years' experience in some of the areas of the Technical Coordination Section; Fusion Technology, documentation, technical management, information systems;
  - Proven ability with technical coordination in some of the areas listed above;
  - Knowledge of magnetic fusion program and ITER would be an advantage.
  - Ability to work effectively in a multicultural environment.
- **Languages requirements:**
  - Fluent spoken and written English with good documentation skills in this language. Also capable of recording and editing the minutes of multi-party meetings;

- Knowledge of the host language (French) and/or some of the participating member languages would be an advantage.

**Work Direction and Interfaces:**

- Reports to the Leader of the Technical Coordination Section within the Project Office.
- Interfaces with all other ITER Departments and Divisions;
- Maintains communications with other organizations that collaborate with ITER and directly interfaces with Domestic Agency staff on Technical Coordination issues.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

- Successfully contributes to the ITER Technical Coordination responsibilities;
- Successfully assures the smooth operation of ITER information, documentation, and meeting organization systems.