

## Configuration Control Assistant

PRO-074

<b>Reports to Line Manager:</b>	System Engineering/Configuration Control Section Leader, Project Office	<b>Job Code:</b>	PRO-074
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G3

### Purpose

To assist the System Engineering and Configuration management Section in the development of procedures to control the design process, procurement process, construction process, and to manage related activities.

### Major Duties/Responsibilities

- Assists in the development, coordination and implementation of engineering procedures;
- Assists with the data control system to create procedures in data management and change control;
- Assists in the development of project training material for procedure and instructions/guidelines;
- Assists the Configuration Control Manager to develop a configuration control system and related detail procedure;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

### Qualifications and Experience

- Education:**
  - University degree at least equivalent to 2-4 years of study after the High School Diploma, in the mechanical engineering field or other related discipline.
- Technical experience:**
  - At least 5 years' experience in Quality Assurance, applying ISO standards, and International Atomic Energy Agency standards and other international standards;
  - Experience with the design and preparation of procedures in the areas of design, procurement, construction, and field changes;
  - Knowledge of magnetic fusion program and ITER would be an advantage.
- Project experience:**
  - Experience working for an international organization.
- Social Skills:**
  - Ability to work effectively in a multi-cultural environment;
  - Ability to work in a team and to promote team work.

- ***Language requirements:***
  - Fluent in English (written and spoken);
  - Good knowledge of spoken French could be an advantage.
- ***Computer and IT skills:***
  - Excellent computer skills for the preparation materials.

### **Direct Supervisor and Interfaces**

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- Reports to the System Engineering/Configuration Control Section Leader under the supervision of the Configuration Control Manager;
- Interfaces with all other departments and divisions;
- Maintains communication with other organizations within the ITER collaboration.

### **Authority / Approval Levels**

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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**

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- Provides efficient procedure development and support activities;
- Acts in a collaborative manner with ITER Organization staff and Domestic Agency members.