

Baseline Management Assistant

PRO-080

Reports to Line Manager:	Section Leader of System Engineering, Configuration Management, Technical Integration Division, Project Office	Job Code:	PRO-080
Direct Employment:	Required	Grade:	G3

Purpose

To support the management of the ITER baseline documentation, monitoring and coordinating the development and updating of the documents related to the project requirements documentation included in the change process management.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Supports the ITER technical officers in the preparation of project documentation (ITER baselines) such as system requirement documents, interface documents, Design Description documents and technical specifications;
- Monitors the application of ITER relevant policies and procedures and coordinates the review, approval and archiving of the project documentation with the ITER Document Control Centre.
- Maintains and supports the development of the ITER requirements database;
- Monitors and reports regularly to the System Engineering/Configuration Management Section Leader on the status of the ITER baselines;
- Interacts with the ITER Departments for matters related to the preparation of project documentation;
- Organizes training sessions on the baseline documentation;
- Performs other duties as required;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 2-4 years of study after High School Diploma, in an administrative field or other related discipline;
- **Technical experience:**
 - At least 5 years of administrative/clerical experience in the field of archiving/records or information preferably within international organizations.
 - Experience as technical writer of technical documentation.
 - Experience in managing and organizing requirements documents through the use of relevant software.
 - Proven capability to organize and manage small projects (such as organization of training courses, preparation of documents, monitoring contracts).

- ***Language requirements:***
 - Fluent in English (written and spoken);
 - Working knowledge of French would be an asset.
- ***Social Skills:***
 - Excellent communication skills to interact with the help-line and with staff members seeking advice;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Computer and IT skills:***
 - Good to advanced knowledge of standard Microsoft Office Programs.

Direct Supervisor and Interfaces

- Reports to the System Engineering/Configuration Management Section Leader in the Project Office;
- Coordinates with the ITER Document Control Centre;
- Interfaces with all other ITER Organization Departments and with officers in the Domestic Agencies;
- Maintains communications with other organizations within the ITER collaboration, as well as with external companies for specialized services provided to ITER in the field of requirements management.

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 contribute to establishing, managing and maintaining the project baseline documentation.