

TITLE: HEAD OF QUALITY ASSURANCE (QA) DIVISION		SAS-004
REPORTS TO LINE MANAGER: DDG for Safety and Security		
DIRECT EMPLOYMENT: REQUIRED	GRADE RANGE: P5-D1	
DATE WRITTEN: OCTOBER 2006	DATE REVISED: May 2007	DATE REVISED:

Purpose:

Manages the program activities of quality assurance within the ITER Organization (IO). Develops and maintains the ITER IO Quality Assurance Program (QAP), the QA procedures within the ITER Management Quality Program (MQP) system and directs the Domestic Agencies' quality programs for compatibility with the quality goals of the IO. This position will provide an important quality assurance interface between the technical sections and safety section of IO. Ensure the effective application of selected codes and standards throughout the entire IO and the international participants. Interfaces with the French Nuclear Regulator to ensure requirements are satisfied.

Major Duties/Responsibilities:

- Maintains the top level ITER Quality Assurance Program document baseline and manages the Quality Assurance requirements and technical interfaces.
- Provides Quality Assurance interface for Project Office, and maintain the ITER Management and Quality documentation and interface for the quality procedures.
- Provides a leadership role to all the DA's, and guides the integration of each Parties' QA program into a common and effective QA system.
- Establishes and maintains communication channels and interfaces with ITER Field Teams/DAs concerning ITER Quality Assurance issues
- Provides content, information, review and advice to Project Office and Administration Division for the establishment of quality training programs
- Performs audit and assessments of the quality assurance program implementation within ITER Project and its suppliers, and the DAs.
- Maintains methods and systems that support impeccable quality documentation.
- Coordinates and provides direction for the ITER Quality Assurance Work Group which involves quality groups within the Participant Teams and future Domestic Agencies.

- Provides quality assurance interface with the ITER nuclear safety program (PSAR).
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications and Experience:

- Broad experience in Project Quality Management. At least 15 years experience in project management, including practical daily management and coordination of quality assurance activities in a project environment. Ability to work effectively in a multi-cultural environment. Possesses leadership skills to consolidate the variety of quality practices utilized within the different countries that are participating in the ITER effort.
- Previous experience in interfacing with nuclear licensing regulators is necessary.
- Ability to work effectively in a multi-cultural environment. A detailed knowledge of the ITER design, quality, licensing and document management would be an advantage.
- Good working knowledge of spoken and written English is essential.
- Knowledge of the host language, French, and other ITER partner languages would be an advantage but not essential.

Work Direction and Interfaces:

This position reports to the Deputy Director General for Safety/Security. This position interfaces with all ITER departments and divisions. It maintains communications with other organizations within the IO and directly interfaces with ITER Field Team and DA staff on quality assurance issues.

Authority/Approval Levels:

This position as the ITER Quality Assurance Division Head has authority and approval levels generally defined by the DDG for scope of work.

Measures of Effectiveness:

Successfully builds up the Quality Assurance division with all functions as described above. Successfully provides accurate and up-to-date information and quality assurance program to staff. Successfully interfaces with ITER technical divisions, the DAs, and the ITER Field Teams. Eventually, the presence of high quality systems and components within the machine, without any major problems attributed to poor quality systems or components.