

<b>TITLE:</b> ASSISTANT TO THE ITER BUILDING SECURITY SUPERVISOR		SAS-009
<b>REPORTS TO LINE MANAGER:</b> ITER Building Security Supervisor, Department for Safety and Security		
<b>DIRECT EMPLOYMENT:</b> REQUIRED	<b>GRADE RANGE:</b> G2	
<b>DATE WRITTEN:</b> MARCH 2007	<b>DATE REVISED:</b> 26 APRIL 2007	<b>DATE REVISED:</b>

### **Purposes:**

- Responsible for facilitation in implementing security measures in the ITER Organization.

### **Major Duties/Responsibilities:**

- Helps to implement security of JWS premises on the ITER perimeter of the Cadarache Center and later on the Annex Buildings of the future ITER Site.
- Acts as the Assistant to the ITER Building Security Supervisor.
- Interfaces with Director's Office for matters relating to security.
- Implements specific security measures related to the Director General's security.
- Supports the Administration of the Security Section in all matters related to security.
- Coordinates the relations with local authorities in security matters.
- Participate in the determination of future needs for security.
- Helps in the organization of all logistic with regard to special events security: meetings, conferences, ITER Council etc.

### **Qualifications Required**

- Education: A relevant combination of professional training and experience.
- Work experience: at least 5 years of progressively responsible experience in security management or related area.
- A minimum of 3 years experience in a similar position in a large multi-disciplinary project.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.
- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines.
- High level of reliability, discretion, and confidentiality in handling department documents.
- Good communication skills and capability to work towards department goals with a high level of autonomy.
- Previous experience in engineering projects would be an advantage.
- Good knowledge of written and spoken English and French.

### **Work Direction and Interfaces:**

- Reports to the ITER Building Security Supervisor in the Department for Safety and Security.
- Interfaces with administration department and Director's Office on security matters.

**Authority/Approval Levels:**

- Has authority and approval levels generally defined by the DDG for Safety and Security for his/her scope of work.

**Measures of Effectiveness:**

- Provides efficient and high quality service to the DDG for Safety and Security and the Director's Office.
- Security record in ITER.
- Establishment of a security culture in ITER.