

TITLE: BUILDING SECURITY SUPERVISOR		SAS-011
REPORTS TO LINE MANAGER: DDG FOR SAFETY AND SECURITY		
DIRECT EMPLOYMENT: REQUIRED	GRADE RANGE: P3-P4	
DATE WRITTEN: MARCH, 2007	DATE REVISED:	DATE REVISED:

Purposes:

- Responsible for building security and infrastructure support of the ITER Organization.

Major Duties/Responsibilities:

- Implement the security of ITER Joint Work Site (JWS) premises on the perimeter of the Cadarache Center and later the buildings of the future ITER site.
- Act as “Chef d’installation” for ITER buildings.
- Responsible for the organization of all matters relating to infrastructure and security.
- Organize training courses on all matters related to security and first aid.
- Develop and maintain security procedures consistent with CEA requirements as long as ITER buildings remain inside CEA perimeter fence.
- Develop procedures for security and health support from CEA when necessary.
- Coordinate the relations with all suppliers for security and assist with general services.
- Participate in the determination of future needs for security purposes.
- Organise all logistic with regard to special events security: meetings, conferences, ITER Council etc.
- Develops access procedures for subcontractors and ITER personnel.

- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications Required

- University degree, preferably in business administration, a relevant combination of university degree and professional training and experience.
- At least 10 years of progressively responsible experience in management or related area in international or national level.
- 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 with 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.
- Excellent knowledge of English, both spoken and written.

Work Direction and Interfaces:

- Reports to the ITER Security Section leader in the Department of Safety and Security.
- Interacts with Administration Department and Office of the Director General as well as with technical departments and external organizations in security and health matters.

Authority/Approval Levels:

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

Measures of Effectiveness:

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