

TITLE: Safety Control Assistant		SAS-017
REPORTS TO LINE MANAGER: Head of Safety Control Division, Department for Safety and Security		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G3-G4
DATE WRITTEN: July 2008	DATE REVISED:	DATE REVISED:

Purpose:

To assist the Safety Control Section in Nuclear Regulation follow-up, Safety Indoctrination, Safety Management and Licensing-related documentation in the scope of ITER design, construction, operation, end of operation and dismantling phases.

Major Duties/Responsibilities:

- Updates the ITER database for nuclear regulation in French and updates the translation into English for the guidance of ITER personnel.
- Assists the Safety Control Division in the organization of trainings in the scope of safety indoctrination as well as in French regulations and promotes safety culture.
- Supports the Safety Control Section in the management of Safety and Licensing-related documentation.
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and experience:

- **Education:** Post-secondary diploma.
- **Experience:**
 - Experience in the application of regulations in nuclear installations.
 - At least 3 years' experience in safety and licensing-related fields.
- Ability to work effectively in a multicultural environment.
- Ability in documentation management.
- **Language requirements:** Fluency in the English language, both spoken and written, is essential. Competence in French would be an advantage.

Work Direction and Interfaces:

This position reports to the Head of the Safety Control Section.

Authority/Approval Levels:

This position has authority and approval levels generally defined by the Head of the Safety Control Section for his/her scope of work.

Measures of Effectiveness:

- Successfully supports the Safety Control Section on the medium-term development of Safety and Licensing files control.