

<b>TITLE:</b> Safety Control Assistant		<b>JOB CODE:</b> SAS-017
<b>REPORTS TO LINE MANAGER:</b> Safety Control Section Leader, Safety Control Division, Department for Safety and Security		
<b>DIRECT EMPLOYMENT:</b> REQUIRED		<b>GRADE RANGE:</b> G4
<b>DATE WRITTEN:</b> July 2008	<b>DATE REVISED:</b> 23 January 2009	<b>DATE REVISED:</b>

**Purpose:**

To assist the Safety Control Section with 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 English version for the guidance of ITER personnel;
- Assists the Safety Control Division to organize training seminars in the scope of safety indoctrination and French regulations, and to promote 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:** Degree equivalent to 3-5 years of study after the High School Diploma (eg. Bachelor's Degree) in a relevant field.
- **Technical Experience:**
  - At least 3 years' experience in safety and licensing-related fields;
  - Experience in the application of regulations in nuclear installations would be an advantage;
  - Documentation management skills.
- **Social Skills:**
  - Ability to work effectively in a multi-cultural environment;
  - Good communication skills.
- **Language requirements:**
  - Very good command of both English and French languages (spoken and written) is essential.

**Direct Supervisor and Interfaces:**

- Reports to the Safety Control Section Leader.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

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