

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

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.