

TITLE: Senior Technical Assistant		TKM-057
REPORTS TO LINE MANAGER: DDG of Tokamak Department		
GRADE RANGE: G3-G4		
DATE WRITTEN: FEBRUARY, 2007	DATE REVISED: FEBRUARY 8, 2007	DATE REVISED:

Purposes:

To provide administrative support to ITER Tokamak department personnel, including assisting with the generation of technical reports and documents, organization and re-formatting and providing technical editorial support for documents.

Major Duties/Responsibilities:

- With input from the technical staff, assist with the generation of technical reports and documents.
- Provide editorial support for documents generated within the department, including organization, re-formatting, etc.
- Help prepare and input department documents and records in the IDM system
- Provide general administrative support to the ITER Tokamak department personnel.
- Help provide administrative assistance for department technical and working group meetings
- Work in a multinational interdisciplinary project team and responsibility for maintaining the high quality standards of the design processes conducted by the ITER Team. He/She is expected to be able to work towards predefined goals with a high level of autonomy.
- Contribute to the preparation of presentations, memos, documents as required within the department

Qualifications and Experience:

- Experience writing and editing technical documents in English
- A minimum of 5 years experience in a similar position in a large multi-disciplinary project performed in an international environment.
- 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
- Excellent communication skills and capability to work towards department goals with a high level of autonomy.
- Previous experience in research area and/ or engineering projects would be an advantage.

- Good knowledge of MS Word, Adobe Acrobat, familiarity with simple picture processing and graphics.
- Excellent active and passive knowledge of written and spoken English.
- Scientifically literate.

Work Direction and Interfaces:

- Report to the ITER Tokamak DDG.
- Interact on a daily basis with members of the ITER Tokamak Department as well as external organizations.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Provide efficient and high quality service to the ITER Tokamak DDG and division members
- Establish a good collaboration attitude with all members of the Tokamak department.