

## Technical Assistant

**TKM-057**

<b>Reports to Line Manager:</b>	Deputy Director General (DDG) for the Tokamak Department	<b>Job Code:</b>	TKM-057
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G4

### Purpose

To provide technical support to the ITER Tokamak Department's personnel, including contributing to the writing of technical reports and documents, assisting with organizing technical aspects for meetings and reviews, and providing technical editorial support for documents.

### Major Duties/Responsibilities

china

eu

india

japan

korea

ru<sup>s</sup>sia

usa

- With input from the technical staff, assists to write technical reports and documents;
- Provides editorial support for documents generated within the Department, including organizing, re-formatting, etc.;
- Helps, prepares, and uploads Department documents and records in the IDM system;
- Organizes the technical aspects for design reviews and other official meetings, prepares agendas, drafts minutes and action lists;
- Provides general administrative support for the ITER Tokamak Department personnel;
- Provides administrative assistance for Department's technical meetings and work groups;
- Works in a multinational interdisciplinary project team and is responsible for maintaining high quality standards for the design processes conducted by the ITER Team;
- Contributes to the preparation of presentations, memos, documents as required within the Department;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

### Qualifications and Experience

#### • Education:

- Technical or Business Degree equivalent to at least 2-4 years of study after the High School Diploma, or other relevant experience.

#### • Technical experience

- At least 8 years' experience in a similar position in a large multi-disciplinary project performed in an international environment;
- Experience writing and editing technical documents in English;
- Previous experience in a research area and/or engineering project would be an advantage;
- Scientifically literate.

#### • Project experience

- Demonstrated ability to work in a design team and coordinate the activities of multidisciplinary and geographically distributed personnel on a complex developmental project.

- **Social Skills**

- Demonstrated ability to produce high quality results;
- Excellent organization skills and co-ordination skills with the ability to set priorities and meet deadlines;
- High level of reliability, discretion, and confidentiality in handling departmental documents;
- Excellent communication skills and ability to work towards predefined goals with a high level of autonomy;
- Strong interpersonal skills to work effectively in an international environment and multinational interdisciplinary project team.

- **Language requirements**

- Excellent knowledge of written and spoken English.

- **Computer and IT skills**

- Good knowledge of MS Word, Adobe Acrobat, familiarity with simple picture processing and graphics software programs.

## **Direct Supervisor and Interfaces**

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- Reports to the Deputy Director General (DDG) for the Tokamak Department;
  - Interacts on a daily basis with members of the ITER Tokamak Department as well as external Organizations.

## **Authority / Approval Levels**

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This position has authority and approval levels as defined by the DDG for the Tokamak Department for his/her scope of work.

## **Measures of Effectiveness**

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- Provides efficient and high quality service to the DDG for the Tokamak Department and Division members;
- Acts in a collaborative manner with all members of the Tokamak Department.