

<b>TITLE: Technical Assistant</b>		<b>TKM-058</b>
<b>REPORTS TO LINE MANAGER: DDG of Tokamak Department</b>		
<b>GRADE RANGE: G2-G3</b>		
<b>DATE WRITTEN:</b> <b>FEBRUARY, 2007</b>	<b>DATE REVISED:</b> <b>FEBRUARY 8, 2007</b>	<b>DATE REVISED:</b>

**Purposes:**

To maintain computer and web based document filing systems (entering and updating documents) for the ITER Tokamak department. Assist in document drafting, organisation and re-formatting. Assist in department administration.

**Major Duties/Responsibilities:**

- To maintain computer and web based document filing systems (entering and updating documents) for the ITER Tokamak department.
- 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:**

- 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. Familiar with XP operating system and web based systems.
- 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.