

## Technical Officer – Machine Assembly

**TKM-060**

<b>Reports to Line Manager:</b>	Machine Assembly & Tooling Section Leader, Tokamak Department	<b>Job Code:</b>	TKM-060
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G4

### Purpose

To support the members of the Machine Assembly and Tooling Section in matters related to the development and implementation of the strategies and procedures required to assemble and install the ITER systems and related components.

### Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Supports the staff of the Machine Assembly and Tooling Section in the development and implementation of strategies and procedures required to assemble and install of ITER systems;
- With input from the technical staff, assists in the preparation of assembly procedures (machine assembly procedures, survey procedures, Quality Assurance procedures, etc.);
- Assists in the preparation of technical documentation, including technical specifications, interface control documentation, internal technical reports;
- Handles the technical organization of design reviews and other official meetings, prepares agendas, drafts minutes and action lists;
- Develops and maintains the computer and web based filing systems for the Section;
- Participates in the selection, development and implementation of software applications required to support the development and execution of the assembly procedures;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

### Qualifications and Experience

- **Education:**
  - Technical degree or diploma equivalent to at least 2-4 years of study after the High School Diploma, in mechanical engineering, technical administration or other relevant discipline.
- **Technical experience:**
  - Minimum of 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment.
- **Social skills:**
  - Ability to work effectively in a multi-cultural environment;
  - Ability to work in a team and to promote team work.
- **Language requirements:**
  - Excellent command of the English language (written and spoken).

- ***Computer and IT skills:***
  - Computer literate and proficient in the use of the Microsoft Office software suite (Word, Excel, Powerpoint, etc);
  - Experience in the use of procedure development and tracking, and/or database management software.

### **Direct Supervisor and Interfaces**

---

- Reports to the Machine Assembly and Tooling Section Leader.

### **Authority / Approval Levels**

---

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

### **Measures of Effectiveness**

---

- Successfully generates coherent, comprehensive and understandable documentation;
- Successfully implements the systems required to develop, implement and control the machine assembly procedures;
- Successfully organizes official meetings, and produces clear and comprehensive records;
- Consistently meets the deadlines set by the leader of the Machine Assembly Section.