

TITLE: Technical Engineer – Technical Coordinator		TKM-088
REPORTS TO LINE MANAGER: Machine Assembly & Tooling Section Leader, Assembly and Maintenance Division, Department for Tokamak		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G4-G5
DATE WRITTEN: June, 2008	DATE REVISED: July, 2008	DATE REVISED:

Purpose:

- To support the staff of the Machine Assembly and Tooling Section in matters related to the preparation of technical documentation and during the organization, review and authorization processes. The scope of the work will include the preparation of assembly procedures, technical specifications and general technical documents and associated safety and quality documents.

Main Duties/Responsibilities:

- Supports the staff of the Machine Assembly and Tooling Section in matters related to the preparation of assembly and installation activities;
- Drafts technical documents and coordinate their review and authorization;
- Maintains technical documentation within a web-based archive system;
- Assists in the development of assembly procedures, schedules, resource requirements and cost estimates;
- Participates in the drawing up of technical specifications for the engineering design and procurement activities of the section;
- Contributes to the specification of development tasks and / or feasibility studies which may be needed, including writing technical specifications;
- Drafts assembly procedures, and related QA documentation;
- Assists section personnel in the supervision of interfaces with all departments of the ITER Organization and its partners;
- Shows a strong commitment to the ITER safety program and enforce it through individual behaviour and work organization;
- Interfaces with other technical sections and departments to ensure the section is fully represented and its activities coordinated to meet project requirements;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:**
 - Mechanical technical engineer, with a recognized qualification (degree, diploma or similar) in Engineering or a related discipline;
- **Experience:**
 - Minimum of 10 years' experience in the preparation of technical documentation, preferably related to the construction of large, complex, engineering projects;
 - Experience of international procurement and tendering;
- Proactive, with drive and initiative;
- Ability to work as a member of a multicultural team but also to work independently when required;

- Ability to interface with team members at all levels;
- Ability to write clear and concise reports is essential.
- Computer literate, and proficient in the use of Microsoft office software (Word, Excel, PowerPoint and Project). Experience of database management software would be an advantage;
- A good knowledge of QA systems and their practical application;
- Knowledge of project and contract management would be an asset.
- **Language requirements:**
 - Excellent command of both written and spoken English.

Work Direction and Interfaces:

- Reports to the leader of the Machine Assembly and Tooling Section;
- Supports responsible officers for the relevant plant systems.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Successfully supports the Section in drawing up, maintaining and implementing technical work schedules in line with project requirements;
- Successfully generates and maintains coherent, comprehensive and understandable documentation;
- Successfully maintains effective communications with collaborators within the ITER Organization;
- Successfully communicates with section members to formulate and validate the technical documentation;
- Successfully completes the objectives set in agreement with the leader of the Machine Assembly and Tooling Section.