

TITLE: Remote Handling Technical Engineer		TKM-089
REPORTS TO LINE MANAGER: Remote Handling Section Leader, Assembly and Maintenance Division, Department for Tokamak		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G5-G6
DATE WRITTEN: June, 2008	DATE REVISED:	DATE REVISED:

Purpose:

- To support the Leader for the Remote Handling Section in matters related to Remote Handling technical and administrative documentation management;
- To implement and use all the tools necessary to successfully manage the project;
- To enforce and maintain effective configuration control on associated systems;
- To enforce and maintain the Remote Handling Section QA Program;

Main Duties/Responsibilities:

- Plans and coordinates workflow of Remote Handling Section technical documentation generation, processing and distribution in close collaboration with the Remote Handling Section Leader;
- Provides administrative and technical support to the Remote Handling Section members in preparation, compilation and overall management of Project Baseline documents and other related technical documents (design process control documents, design work orders, project requirements, system interface, procurement technical specifications, detailed design description, procurement arrangements, etc.);
- Provides an administrative control of the Remote Handling Section Task Agreements between ITER and the ITER Domestic Agencies (interface with the Project Office);
- Provides an administrative control of the Remote Handling Section external service contracts (interface with the Finance and Budget Division + Procurement and Contract Division);
- Maintains the ITER Document Management (IDM) web folder concerning Remote Handling WBS 2.3;
- Maintains the ITER Remote Handling Code of Practice;
- Establishes a Remote Handling Section QA system;
- Establishes and maintains the Remote Handling Section technical web site (SharePoint);
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:**
 - Technical education qualification or degree in Engineering, Technology or equivalent.
- **Experience:**
 - At least 5 years' experience in the field of construction of large (science or industry) projects;
- Experience in working in an international environment and ability to co-operate and work as part of a team;
- Technical experience in the field of nuclear technology;
- Very good experience in writing technical documents and procedures;
- Experience in preparing and monitoring design, research and/or manufacturing contracts in an international environment;
- Experience in the field of remote operated / robotic systems for fusion and/or nuclear devices is an advantage;
- Knowledge and use of project lifecycle management tools (e.g. CATIA, ENOVIA).
- **Language requirements:**
 - Excellent knowledge of the English language, both written (essential) and spoken.

Work Management structure and Interfaces:

- Reports to the Remote Handling Section Leader.
- Interfaces with all other departments within the ITER Organization as required.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Successfully supports Remote Handling Section colleagues;
- Successfully completes the tasks assigned under “Main Duties / Responsibilities” above.