

Technical Assistant

TKM-096

Reports to Line Manager:	Deputy Director General (DDG) for the Tokamak Department	Job Code:	TKM-096
Direct Employment:	Required	Grade:	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 the technical organization of meetings and reviews, and providing technical editorial support for documents.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Contributes to the writing of technical reports and documents using input from the technical staff;
- Provides editorial support for documents generated within the Department;
- Helps prepare and input the Department's documents and records in the ITER Document Management System (IDM);
- Provides general administrative support to the ITER Tokamak Department's personnel;
- Helps provide technical assistance for the Department's technical and working group meetings;
- Contributes to maintaining the high quality standards of the design processes conducted by the ITER Team;
- Contributes to the preparation of presentations, memos, procurement documents, etc. 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 at least equivalent to 2-4 years of study after the High School Diploma, or other equivalent 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 research area and/or engineering projects would be an advantage;
 - Scientifically literate.

- ***Project experience***
 - Demonstrated capability to work in a design team and coordinate the activities of multidisciplinary and distributed personnel on a complex developmental project.
- ***Social Skills***
 - Demonstrated ability to produce high quality results;
 - Excellent organizing skills and co-ordination skills with 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;
 - 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

- Reports to the 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

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

Measures of Effectiveness

- 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.