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## JOB DETAIL

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Ref. IO1131 - 10/14/2011

**Technical Coordinator - POP-025****Main job** Technology**Department** DIP/Directorate for Plasma Operation**Job Family** Scientific coordination**Application Deadline** 13/Nov/2011**Grade** G4**Direct employment** Required

**Purpose** To provide support to the Test Blanket Module (TBM) Program activities in the Plasma Operation Directorate, in particular in the preparation and maintenance of technical documentation such as Interface Control Documents and Sheets, activities planning, safety and Quality Assurance (QA) documents, in the preparation of the TBM Design Reviews, in the monitoring of frames and dummy TBM Procurement Arrangements (PA), and monitoring the ITER Members TBM team activities.

**Main duties / Responsibilities**

- Provides support in the preparation and maintenance of the Interface Control Documents and Sheets related to the Test Blanket Systems;
- Provides major support in the preparation and maintenance of the TBM Program planning and schedule with monitoring of the identified milestones and implementation of potential necessary corrective actions;
- Provides support in the preparation of safety-related documents taking into account the information received from the ITER Members' TBM Teams and checking their coherence with the ITER safety requirements in collaboration with ITER Organization (IO) Safety Group;
- Provides major support in the preparation of QA procedure documents taking into account the procedures implemented by the various ITER Members' TBM Teams and checking their coherence with ITER QA requirements in collaboration with the IO QA Team;
- Participates in the drawing up of technical specifications for the engineering design and procurement activities concerning the TBM Program (i.e. TBM frames, dummy TBMs) and of the technical documentation related to the compatibility of the Test Blanket System (TBS) components design with Remote Handling requirements;
- Provides major support in the monitoring of the ITER Members' TBM Team activities, in particular in ensuring the technical secretarial work of the Port Management Groups and the maintenance of the corresponding action lists;
- Maintains technical documentation within a web-based archive system;
- Provides support in the preparation of the technical documentation required for the periodical TBSs design reviews;
- Provides technical assistance in the main technical meetings including those concerning the TBSs design reviews;
- Provides coordination between Computer-Aided Design (CAD) activities in the ITER Members' TBM Teams and the IO CAD office;
- Maintain a strong commitment to the implementation and perpetuation of ITER safety programme, values and ethics.

**Measures of effectiveness**

- Successfully supports the TBM Program in drawing up and maintaining technical schedules in line with the defined milestones;
- Successfully generates and maintains coherent, comprehensive and clearly written documentation related to safety, QA procedures and meeting reports;
- Successfully manages effective communication on the TBM Program technical activities within the ITER Organization.

