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Ref. IO1119 - 2/2/2011

Security Technician SQS-025

Main job	Prevention
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Safety Control Division
Job Family	Project support
Application Deadline	3/20/2011
Grade	G2
Direct employment	Required
Purpose	To provide direct support to the Division Head for Safety Control, in the Safety, Quality and Security (SQS) Department in the task to ensure all ITER Organization activities comply with the ITER security regulations such as access control and information protection for the duration of the ITER Project.
Main duties / Responsibilities	<ul style="list-style-type: none"> • Ensures the implementation and a regular update of prescribed security procedures and practices; • In collaboration with the Security Assistants and sub-contractors, monitors the access authorizations to IO premises (excluding direct access to CEA site); • Prepares and follows up access ITER badges, issues monthly statistics on different badges categories and updates the access authorization data base (including obsolete badges deletion); • Keeps up to date the files of personnel who have been cleared with regard to information security and surveys the transactions and movements of classified information; • Participates in the on-call duty security team and security training; • Maintains a strong commitment to the implementation and perpetuation of the ITER Security program, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none"> • Successfully supports the Director for Safety, Quality and Security Department and the Division Head on the short to medium-term development of Security management; • Contributes to maintaining the ITER security access records.
Level of study	High School diploma / Baccalaureate
Level of experience	5 to 9 years
Technical experience	<ul style="list-style-type: none"> - Knowledge of industrial security procedures and practices would be considered as an advantage; - Good written and verbal communication skills; Ability to speak clearly and concisely; - Strong ability to organize, develop and manage a variety of administrative management systems; - Ability to cope with conflicting demands and to prioritize tasks.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to communicate effectively Good planning and organisational skills Ability to hold and respect deadlines
General skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Specific skills	<ul style="list-style-type: none"> - Ability to maintain continuous confidentiality and discretion regarding the issues managed; - Successful experience dealing with customer organizations, have very good attention to detail, along with strong operational experience, preferably within the contract services industry.
Languages	English (Working) French (Working)

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