

IO1426 Document Controller TCWS-021

General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Section	GEA / Document Control Section

Job description

Main job	Business Administration - Generalist in Business Administration
Title of the position	Document Controller TCWS-021
Job family	Functional Assistant - 1
Grade	G3
Direct employment	Required [Job offer for 3-years contract]
Purpose	<p>To support the ITER Document Control Section in all matters related to the document management and control required by the Cooling Water System Section (CWS) of the ITER project, with particular attention to the organization and exchange of engineering data and documentation (including construction documents, drawings, contracts, and other supporting technical documentation required for effective and efficient installation of ITER facilities).</p> <p>Under the supervision of the Document Control Section (DOC) Leader, supports the Tokamak Cooling Water System Section in all matters related to document control & management; Assists in the upload, metadata classification & maintenance of engineering/technical documentation & data in the ITER electronic document management system (IDM) and other data repositories as required;</p> <p>Supports the CWS ITER technical officers in the preparation, processing & storage of project documentation and technical specifications;</p> <p>Supports the exchange of data & documentation with the Domestic Agencies & suppliers;</p> <p>Ensures the application & conformity with the ITER relevant policies & procedures for data & documentation processing;</p> <p>Reports regularly to the DOC & CWS Section Leaders on the status of the documentation & on any related issues;</p> <p>Creates ad hoc reports on the status of CWS documentation whenever requested;</p> <p>Supports in the organization of training sessions & helps to produce training material and working instructions;</p>
Main duties / Responsibilities	<p>Supports the organization of meetings, room booking, the drafting of minutes and follow-up of actions;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule & the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics.</p> <p>Reports to the Document Control Section Leader;</p> <p>Interacts daily with CWS and DOC staff, suppliers and IO Domestic Agencies staff on a regular basis, & with other IO staff in other Departments as needed;</p> <p>In response to requests from the Director-General and/or General Administration (GEA) Directorate Director, or proactively, informs the DG/GEA Directorate Director of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.</p> <p>Successfully contributes to making the Document Control Section into an effective and viable facility in the ITER Organization supporting all needs related to documentation management in the CWS Section;</p> <p>Time to upload documentation and metadata and time to respond to mistake discovery of records</p>

Measures of effectiveness	<p>is within service level agreements set by CWS (regular use test drills for risk mitigation have to be performed);</p> <p>Percentage of documents that have not been stored in the appropriate document management system areas is less than one percent ;</p> <p>No major finding is discovered when auditing the CWS documentation storage for compatibility with the ITER Document Management policies and procedures.</p>
	Project Construction Phase

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Information Management or related subjects
Level of experience	At least 3 years
Technical experience	<p>At least 3 years' experience in document control and drawings management of large technical or science facilities;</p> <p>Experience with engineering databases and PLM/PDM systems would be an advantage.</p>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Attentive to detail, & accurate and diligent in work.
Languages	English (Working)
Others	<p>Education: A multi-disciplinary scientific and technical profile would be an advantage.</p> <p>Computer & IT Skills: Proven experience in the use of modern document management tools, office administration (including MS Excel and MS Access).</p>