

IO1438 Technical Assistant TKM-057

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Tokamak
Division	TKM / Magnet Division
Section	TKM / MAG / PF Coil Section

Job description

Main job	Engineering - Generalist
Title of the position	Technical Assistant TKM-057
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Required
Purpose	<p>To provide technical support to the ITER Magnet Division staff, including contributing to the writing of technical reports and documents, assisting with organizing technical aspects for meetings and reviews, and providing technical editorial support for documents.</p>
Main duties / Responsibilities	<p>Assists in writing technical reports and documents; Provides editorial support for documents, including organizing, re-formatting, language; Supports, prepares, and uploads Division documents and records in the ITER Document Management (IDM) system and follows up on their review (in particular Procurement Arrangement PA- related documents); Organizes the technical aspects for design reviews and other official meetings, assists in the preparation agendas, drafts minutes and action lists; Provides general administrative support for the Division personnel; Provides administrative assistance for Division technical meetings and work groups; Follows-up PA, reviewing documents as per the ITER Organization (IO) procedures (such as risk management plans, Background Intellectual Property, procurement descriptions, credit requests, Credit Allocation Scheme tables) and checking data in the PA database; Maintains high quality standards for the design processes conducted by the ITER Team; Contributes to the preparation of presentations, memos, documents as required within the Division; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the PF Coil Section Leader; Acts as an interface between members of the ITER Magnet Division, as well as other ITER Departments/Offices and external Organizations; In response to requests from the Director-General and/or Director of Tokamak, or proactively, informs the DG/ Director of Tokamak Directorate of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Manages rigorously division IDM files for PAs (meetings, minutes, technical reports) and maintains them up to date and properly structured in collaboration with the TROs; Issues accurate Division reports (minutes, agendas, action list) written in acceptable English within the defined timeframe; Records properly drafted minutes during meetings and makes them available to organizers within a few hours; Manages PA Responsible Officer-related activity in the Magnet division and reviews PA documents on time; Remains aware of the Division technical activities in order to make informed judgments about corrections, action lists, minutes of meetings, distribution lists etc.; Acts in a collaborative and approachable manner with all members of the Magnet Division.</p>

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Administrative or technical relevant discipline
Level of experience	At least 5 years <ul style="list-style-type: none">- At least 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment;
Technical experience	<ul style="list-style-type: none">- Experience writing and editing technical documents in English;- Experience in a research area and/or engineering project would be an advantage;- Experience working in a design team and coordinating the activities of multidisciplinary and geographically distributed personnel on a complex developmental project.
Social skills	Ability to work in a team and to promote team spirit Demonstrated ability to produce high quality results; Excellent organization skills and co-ordination skills with the ability to set priorities and meet deadlines;
General skills	High level of reliability, discretion, and confidentiality in handling departmental documents; Excellent communication skills with a high level of autonomy; Strong interpersonal skills to work effectively in an international environment and multinational interdisciplinary project team.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of MS Word, Adobe Acrobat, familiarity with graphics software programs.