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JOB DETAIL

Ref. IO1565 - 7/30/2015

Requirements Management Engineer - CIO-006

Main job	Control system
Department	CIO/ Central Integration Office
Division	CIO / Configuration Management Section/Division
Job Family	Coordinating Technician
Application Deadline (MM/DD/YYYY)	09/06/2015
Grade	G5
Direct employment	Not required
Purpose	To support the Configuration Management Section / Division (CMD) Head in the management of the ITER requirements and control of requirements traceability, verification and validation.

• Supports the development and improvement of the requirement management processes and implements procedures to ensure that the top level safety and technical objectives are correctly identified, allocated to and verified for the lower level project elements (systems, structures and components), then validated, as well as tracked;
• Supports the improvement of the requirement data model as part of the control of requirements traceability, verification and validation;
• Support the development of the requirements database with incorporation of the new functionalities required for the continuous improvement of process integration and control;
• Administrates the requirement database (DOORS) (and a future successive database tool) & controls the access rights;
• Develops and maintains How-to, templates and guidelines for the database;

Main duties / Responsibilities

• Produces regular reports on the status of the requirement propagation and compliance;
• Controls and archives all records related to the requirement management process;
• Supports the technical Responsible Officer (RO), system engineers and safety RO in the identification and control of the requirements propagation (e.g. creation of Propagation and Compliance Matrices);
• Interacts with Domestic Agency (DA) staff to ensure continuity and consistency in the propagation of the requirements to DA activities;
• Drafts common processes between ITER Organization (IO) and DA;
• Supports the review of quality and compliance with the procedure of documentation produced in the requirement management process;
• Contributes to the preparation of Training Materials and Training Sessions on Engineering Procedures for ITER and carries out training courses for potential users;
• Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;
• May be requested to be part of any of the project teams dealing with the above activities and to perform other duties upon management request;
• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

• Reports to the Configuration Management Section /
Division Head;
• Interfaces with all involved departments and divisions in
addition to the ITER Quality Assurance & Assessment
Division;
• Interacts with remote & on-site developers and user
groups;
• Interacts with the ITER team members to ensure the
proper requirement management procedures are applied
to design activities;
• In response to requests from the Director-General and/or
Central Integration Office (CIO) Head , or proactively,
informs the DG/ CIO Head of any important and urgent
issues that cannot be handled by the concerned line
management and that may jeopardize the achievement of
the Project's objectives.

Measures of effectiveness	• Adherence to the Project schedule; • Accuracy and completeness of the requirement database; • Users' acceptance of the requirement management tools; • Effective communication and interactions with the ITER team members to ensure the proper management of the requirements. Project Construction Phase
Level of study	Bachelor or equivalent degree
Diploma	System engineering or other relevant discipline
Level of experience	At least 7 years
Technical experience/knowledge	– At least 7 years' experience in configuration control, data management and requirement management; – Experience with preparation of procedures in the areas of requirement management, design control; – Practical experience in the implementation of the requirement management through the full engineering V-cycle (including testing, verification compliance, validation) would be an asset. – Experience of work in large multinational projects.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
General skills	– Ability to write clear and concise reports and procedures in English.
Others	– Excellent knowledge of basic micro-soft office applications; – Good experience working with databases.
Languages	English (Fluent)

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