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JOB DETAIL

Ref. IO1566 - 7/30/2015

Verification Process Administrator - CIO-007

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| Main job | Mechanics |
| 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 | <p>To perform a first level of control of the Baseline documentation and contribute to the verification and design review processes within the Configuration Management Section / Division (CMD).</p> <p>To support the Configuration Manager in the configuration status accounting and verification.</p> <ul style="list-style-type: none">• Prepares the execution plans for design review, and design verification, integrated design verification and design validation;• Supports the implementation of the design review and design verification/validation processes by collaborating with the technical staff in providing evidence of compliance of their deliverables with their specification;• Supports the preparation and execution of configuration status accounting and configuration verification/validation ensuring that at the different stages the objectives of the verification/validation plans are achieved;• Drafts, maintains and updates the required procedures, templates and work instructions in order to train and support the Technical Responsible Officers (TROs) and other stakeholders; |
| Main duties / Responsibilities | <ul style="list-style-type: none">• Contributes to the verification/validation status accounting as well as the development and improvement of the database and tools to support it;• Administrates the databases, control the access rights and supports the usability of the tools with the creation of How-to's, templates and guidelines;• Produces regular reports and develops dashboards for various meetings and committees;• Maintains the records related to the implementation, control and improvement of the design review and design verification/validation processes;• Supports TROs and system engineers in the provision of input package documents and their verification/validation (review of Propagation and Compliance Matrices);• Makes a first level review of the quality and compliance with the procedure of the documentation produced;• Drafts common processes between ITER Organization and Domestic Agencies;• 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 team dealing with the above activities and perform other duties upon management request;• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. <ul style="list-style-type: none">• Reports to the Configuration Management Section / Division Head;• Interfaces with all involved departments and divisions in |

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| | <p>addition to the ITER Quality Assurance & Assessment Division;</p> <ul style="list-style-type: none">• Maintains frequent communication with the other ITER departments and ITER domestic agencies for all matters within his/her scope of responsibilities;• 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 | <ul style="list-style-type: none">• Adherence to the Project schedule;• Accurate and well controlled design review and verification plan;• Timely reporting on all issues concerning the execution of the plans;• Effective support to technical staff in the use of the tools and high users' acceptance;• Effective communication and interactions with the ITER team members to ensure the proper management of the verification process. |
| Project Construction Phase | |
| Level of study | Bachelor or equivalent degree |
| Diploma | Syst. or nuclear engineering/mechanical/process |
| Level of experience | At least 7 years |
| Technical experience/knowledge | <ul style="list-style-type: none">– At least 7 years' experience in execution and managing of engineering activities;– At least 2 years' experience in design control or Quality Assurance related activities– Experience with the preparation of procedures in the areas of design control and design verification;– Experience in implementing the verification and validation process through the entire life-cycle– 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 | <ul style="list-style-type: none">– Ability to write clear and concise reports and procedures in English. |
| Others | <ul style="list-style-type: none">– Excellent knowledge of basic micro-soft office applications;– Good experience working with databases. |
| Languages | English (Fluent) |
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