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JOB DETAIL

Ref. IO1619 - 12/17/2015

PLM Administrator - CIO-040

Main job	System Administration
Department	CIO/ Central Integration Office
Division	CIO / Project Information System Section/Division
Job Family	Functional Assistant - 3
Application Deadline (MM/DD/YYYY)	01/17/2016
Grade	G5
Direct employment	Not required
Purpose	<p>To manage a Product Lifecycle Management (PLM) system and engage with cross-functional teams to design solutions to application and process issues. To document current processes, provide analysis, and recommend process and/or tool improvements. To analyze problems of diverse scope to identify solutions, troubleshooting system and process issues, updating system configuration to respond to customer requests, implementing business processes and tools to support day-to-day operations.</p> <ul style="list-style-type: none">• Provides administrative support for a PLM system;• Performs PLM system installations, upgrades, and configuration support;• Manages administrative classes such as users, groups, access security, system rules and conditions, projects, etc;• Troubleshoots software issues and acts as liaison with vendors to expedite implementation of fixes and updates;• Resolves user, system and data issues;• Strives to maintain state-of-the-art knowledge of engineering application software, testing new software releases in the current use environment to insure usability and lack of downtime;
Main duties / Responsibilities	<ul style="list-style-type: none">• Interfaces efficiently with cross functional teams to drive process improvements including requirements documentation, modelling, workflow design, testing, implementation and socialization;• Documents PLM business processes used for the management of documents and administrative objects;• Works with the engineering staff to plan and develops any specialized software that would be unique to ITER needs and would otherwise not be readily available;• Trains engineering staff to use software and systems efficiently and effectively;• Assists in the selection, acquisition, installation and maintenance of engineering application software, ensuring systems are interacting and not adversely affecting one another and work with existing solutions;• Collects and reports system and process metrics to support business goals, data integrity, and system efficiency;• Participates in the ongoing assessment and optimization of PLM systems, processes, tools and product data;• Gives priority on systems that keep the engineers working, ensuring systems and their data feeds up and running;• 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 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 Project Information System Section/Division Head;• Acts as an interface between IT and other groups at ITER ;• 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

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	and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.
Measures of effectiveness	<ul style="list-style-type: none">• Administers effectively the PLM system;• Evolves the PLM system and improves operation.
	Project Construction Phase
Level of study	Bachelor or equivalent degree
Diploma	Computing or other relevant discipline;
Level of experience	At least 7 years
Technical experience/knowledge	<ul style="list-style-type: none">– Knowledge in multiple enterprise applications and tools to support PLM business initiatives;– At least 7 years' experience in administering systems in complex engineering/construction environment;– At least 3 years' experience working with PLM systems (Enovia preferred);– Strong experience in engineering file relationships between parts, drawings, solid models, bills-of-material and the database structures;– Strong experience in administrating complex data management systems (SAP, Enovia, SmartPlant, ...);– Microsoft Server/Oracle database experience is an advantage;– Experience in Windows Server or Linux administration including scripting (powershell, vbscript, python, perl, ...)– Familiarity with CAD/CAM and Modelling;– Experience in Service Delivery;– Project Management experience is required; a certification in Prince II would be an advantage.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Languages	English (Fluent)

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