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JOB DETAIL

Ref. IO1570 - 8/20/2015

Quality Assurance Auditor QAA-002

Main job	Audit
Department	DG / Director-General
Division	Quality Assurance & Assessment Division
Job Family	Functional Officer - 1
Application Deadline (MM/DD/YYYY)	09/20/2015
Grade	P2
Direct employment	Required
Purpose	To support the Quality Audit Coordinator and Quality Assurance & Assessment Division Head in developing and implementing the ITER organization (IO) quality audit program for both internal audits and external surveillance audits in line with the ITER Quality Assurance Program (ITER QAP).

Background information:
ITER is a large-scale scientific experiment that aims to demonstrate the technological and scientific feasibility of fusion energy. As a regulated nuclear facility under French law, ITER project was officially signed by seven ITER members (Domestic Agency) China, Europe, India, Japan, Korea, Russia and USA.

Other: Willingness and ability to travel in support of audits internationally.

Main duties / Responsibilities	<ul style="list-style-type: none">– Supports the Quality Audit Coordinator in the development and implementation of annual Internal Process Management System Audits Program for the ITER Organization;– Participates to the development and implementation of an audit surveillance program for monitoring work performed by Domestic Agencies to check compliance with the ITER QAP;– Contributes, distributes, and maintains the audit schedules, plans, and reports for all internal and external quality audits;– Collaborates in the implementation of an effective process management system audit program and ensures implementation of corrective actions is verified:<ul style="list-style-type: none">• Conduct effective and added-value audits for IO internal processes and Domestic Agencies and DA's suppliers & subcontractors;• Report added-value and impartial audit result which contributes to the management review;• Record the audit findings in the electronic system and assign the actions, e.g. JIRA system;• Follow up audit finding closure and verify the effectiveness;• Maintains audit records, such as audit plans, audit reports, documented responses, completed corrective action records.– 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 belong to any project team dealing with 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
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	<p>ethics;</p> <ul style="list-style-type: none">– Under the supervision of the Quality Audit Coordinator, reports to the Quality Assurance & Assessment Division Head;– Interacts with members of the ITER Team and Domestic Agency Personnel as required;– Acts as an interface between IO and Domestic agencies audit personnel;– Works closely with action assignee or process owner in order to make sure audit finding on-time & on-quality closure.
Measures of effectiveness	<ul style="list-style-type: none">– Runs effectively audits respecting defined schedule;– Provides effective monitoring of the ITER Organization's compliance with the QAP;– Provides assurance of compliance of the Domestic Agencies with the ITER QAP;– Provides effective documented audit results to show compliance with French Regulations.– Ensures audit finding closure and assess effectiveness of corrective action.
Project Construction Phase	
Level of study	At least Master's Degree or equivalent
Diploma	Engineering field or other
Level of experience	At least 5 years
Technical experience/knowledge	<ul style="list-style-type: none">– IRCA (International Register of Certificated Auditors) is essential;– Comprehensive knowledge of quality, safety and environmental standards, e.g. ISO9001, OHSAS18001, ISO14001, GS-R-3; <ul style="list-style-type: none">– At least 5 years' work experience in international manufacturing industry companies or well-known quality system certification entities;– At least 3 years' proven experience in auditing (as a lead auditor or auditor);– Experience of developing and maintaining audit programs and implementing training is considered as an advantage;– Good understanding on Process Approach and QMS document management;– Experience and knowledge on using quality tools (e.g. fish-bone, 5 why) in order to instruct root cause analysis and corrective action definition;– Experience in the implementation of quality systems in the fusion industry is desirable;– Experience in the development of Integrated Management Systems is desirable.
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">– Basic Project Management experience is required;– Knowledge and awareness on Risk Management are required. <ul style="list-style-type: none">– Good communication skills and open mindset;– Autonomous to manage own work;– Ability to manage conflicts and pressure.– Experience in use of Microsoft word; excel, power point, outlook.
Languages	English (Fluent)
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