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# JOB DETAIL

Ref. IO1774 - 9/30/2016

## Document & Data Management Specialist - CIO-082

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| **Main job** | Document Management |
| **Department** | CIO/ Central Integration Office |
| **Division** | CIO / Configuration Management Section/Division |
| **Section** | CIO / CMD / Document Control Section |
| **Job Family** | Functional Assistant - 1 |
| **Application Deadline (MM/DD/YYYY)** | 11/13/2016 |
| **Grade** | G3 |
| **Direct employment** | Required |
| **Purpose** | To support and improve the development, efficiency, and understanding with all users of the ITER Organization (IO) Document Management process and system databases, and to undertake other related responsibilities as required.<br><br>-Supports the development and administer the ITER Document Management (IDM) system and other key data systems such as the Intellectual Property (IP) Database, the Correspondence Management system (ICM) and the Pictures/Drawings database in conjunction and coordination with the Project Information System (IT) Section and the Document Control (DOC) Section; |
| **Main duties / Responsibilities** | -Monitors and supports IDM users with all operations of document processing designing documents templates, managing metadata categorization, security, and disposal of obsolete information;<br>-Organizes and conducts regular information and training sessions of all staff involved with documentation management (particularly Domestic Agencies Document Control Centers and Technical Responsible officers) in the use of document management processes,, systems and databases in IO;<br>-Provides online support for IDM and other document/data management related applications to staff, and offers advice for their efficient use; produces related information and learning modules maintains system documentation and informational websites, keeping them up-to-date;;<br>-Is in charge of uploading and maintaining the IP related documentation and data in the IO IP database and in IDM and to prepare and design reports on IP documentation and the status of other IP related documentation;<br>-Assists in revising and updating Management & Quality Program documentation (policies, procedures, working instructions, etc.) related to the DOC processes; streamlines practices and contributes to the compliance of ITER documentation and record keeping with regard to recognized international standards and regulations;<br><br>-Assists the integration of IDM with other systems (PLM, Configuration Management systems etc.) through testing, analysis reports, requirement analysis and participation to working groups and meetings leading this activity; coordinates the integration of processes for the creation, revision, life cycle maintenance, retention, and archiving of engineering/manufacturing/quality system documentation such as bills of materials, parts lists specifications, and engineering change requests/orders; |
| **Measures of effectiveness** | -Performs other duties in support of the project schedule;<br>-May be requested to be part of any of the project team and perform other duties (e.g. support of tasks forces or working groups);<br>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.<br><br>-Reports to the Document Control Section Leader;<br>-Interfaces with all other ITER Departments and Offices, and with DAs staff and other external users of |

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| | systems maintained by DOC; maintains communications with other organizations within the ITER Project collaboration;<br>-In response to requests from the Director-General (DG) and/or the Central Integration Office Head (CIO), or proactively, informs the DG/CIO Head 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.<br><br>-Ensures data systems and documentation are in line with IO policies and procedures identifying and classifying non-conformities, while tracking resolution and/or corrective actions;<br>-Performs data-entry operations within boundaries set by service level agreements and/or limits established in the performance plans;<br>-Effectively and regularly delivers data and document management training, hence contributing to all related activities in IO within the defined schedule;<br>-Provides evaluations of the training sessions and set up corrective actions when necessary.<br><br>Project Construction Phase |
| **Level of study** | At least Post-Secondary Degree or equivalent |
| **Diploma** | Information Management Science or equivalent field |
| **Level of experience** | At least 5 years |
| **Technical experience/knowledge** | -At least 2 years post-secondary education in the Information Management Science or equivalent field;<br>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.<br>-At least 5 years' experience with document and records management systems, office administration and IT tools;<br>-Thorough understanding of Document Control practices and work flows;<br>-Experience in reviewing (technical) documents in English;<br>-At least 3 years' experience in a document control function of an international organization or multinational company is required. |
| **Social skills** | Ability to work effectively in a multi-cultural environment<br>Ability to work in a team and to promote team spirit |
| **General skills** | -Attentive to detail and accurate and diligent in work, with thorough, current understanding of document management systems;<br>-Ability to work effectively in a multi-cultural environment;<br>-Ability to work in a team and to promote team work. |
| **Others** | -Knowledge of the host language (French) and/or other languages of the ITER Parties would be an advantage.<br>-Demonstrated experience with office administration and tools (MS Office, Outlook and basic internet tools) and document management systems. |
| **Languages** | English (Fluent) |

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