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## JOB DETAIL

Ref. IO1832 - 3/27/2017

## Design Coordinator/CAD Technician CIO-083/099/125

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<b>Main job</b>	Design
<b>Department</b>	CIO/ Central Integration Office
<b>Division</b>	CIO / Design Office Division
<b>Section</b>	CIO / DO / CAD Section
<b>Job Family</b>	Technician
<b>Application Deadline (MM/DD/YYYY)</b>	04/26/2017
<b>Grade</b>	G3 or G4
<b>Direct employment</b>	Required
<b>Purpose</b>	Three openings up to 4-yr contracts are foreseen for one Design Coordinator (G4) & two CAD Technician (G3) positions.  -To coordinate and/or execute design activities related to mechanical & plant systems; -To apply best industrial practices in the area of Computer Aided Design (CAD) manufacture-ability, design integration, components, circuits & interfaces, installation, commissioning and maintainability; -To support the deliverable-based approach & remote design collaboration; -To implement CAD Quality Assurance (QA), Quality Control (QC) requirements & measures.
<b>Main duties / Responsibilities</b>	-Supervises and/or produces CAD deliverables, in accordance with the CAD Work-plan, such as: General arrangement/layout drawings, schematics, 3D models, assembly/part drawings, isometrics, interface & composite drawings, bills of materials, 3D simulations, tagging & all CAD data to support all project phases; -Performs the execution of technical studies, impact assessment and implementation of changes requests and design review preparations in compliance with CAD QA and QC rules; -Design coordinator only : supports CAD design Work Packages performed in a remote design collaboration manner & supports the Project in the procurement follow up via assessing speedily and efficiently design change requests and non-conformities, and checking manufacturing drawings; -Alerts on new issues and any deviations and makes proposals for the design coordinator; -Supports integration, interface clarification and solving of design issues; -Supervises and/or supports design activities associated to standardization and catalogues, CAD data exchanges, maintenance of the context and configuration branches; -Preserves component and system knowledge related to design updating and CAD data and related databases; Design coordinator only: implements the CAD Coordination Missions (Supervises CAD activities and delivers Key Performance Indicators, Coordinates the development & maintenance of the CAD Work-Plans, performs CAD QC including best industrial practices and CAD Manual, supports the best usage of the CAD Infrastructure); -Performs other duties in support of the project schedule; -May be requested to belong to any project / construction team and perform other duties; -Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.  -Reports to the CAD Section Leader; -CAD Technician performs CAD activities under the technical guidance of Responsible Officers;
<b>Measures of effectiveness</b>	-Acts as an interface with other internal and external resources for the final design, the procurements, the pre-assembly and the installation of the equipment; -In response to requests from the Director-General and/or Central Integration Office Head, 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.  -Contributes to design & integration solutions and CAD QC with a high level of autonomy; -Produces the required deliverables on time, within quality & cost containment -Performs multi-tasking while adjusting quickly to new

	<p>complex activities and working environment;          -Interacts efficiently with different team members (IO, DA &amp; Suppliers) on multi-disciplines topics;          In addition for Design Coordinator:          -Contributes to CAD Work Plan maintenance, CAD coordination &amp; supervision, EVM &amp; KPI;          -Supports the proper usage of the CAD infrastructure by ITER Organization (IO) &amp; non-IO Users;          -Ensures CAD Quality Control (QC) and supervises corrective measures;          -Proposes improvements aiming at enhancing efficiency &amp; quality.          -Promotes team spirit;</p>
	Project Construction Phase
<b>Level of study</b>	Bachelor or equivalent degree
<b>Diploma</b>	Technical Engineering field
<b>Level of experience</b>	At least 5 years
<b>Technical experience/knowledge</b>	<p>-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.</p> <p>-At least 5 years' experience (3 years for CAD technician) in Design Office in mechanical / plant / assembly area: Mechanical / Plant design, geometrical configuration &amp; integration, manufacturing CAD data/drawings, inspection technics, assembly / installation of Plant and mechanical components, knowledge on components of nuclear facilities;          -At least 4 years' experience (3 for CAD technician) in one of the following: CAD QA, Functional tolerances, Ultra-high vacuum technology, Cryogenic technology, Remote maintenance, Nuclear environment &amp; requirements, Remote design collaboration;</p>
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
<b>Specific skills</b>	<p>CATIA          Computer Aided Design          MS Office standard (Word, Excel, PowerPoint, Outlook)</p>
<b>General skills</b>	<p>-For Design Coordinator, at least 2 years' experience in design activities coordination: definition &amp; control of CAD Work-Plan, CAD activities supervision, Key Performance Indicators, management of the geometrical configuration, advanced CAD data-base management, CAD QC of internal &amp; external deliverables, support of the proper usage of the CAD infrastructure;          -Experience in multi-national projects involving large components and structures, support systems, high-power circuits &amp; buildings and complex interfaces would be an advantage;          -Experience in design support activities would be an advantage: CAD data exchanges, catalogue development and maintenance, software administration and support, CAD QA.</p>
<b>Others</b>	<p>-Knowledge of MS Office standard (Word, Excel, Visio, PowerPoint, and Outlook) is required;          -Knowledge of Adobe Reader is required;          -At least 5 years' experience (3 years for CAD technician) experience in design work involving an advanced CAD system, including CATIA V5, is required;          -The experience with CATIA Equipment &amp; Systems, advanced CAD data-bases like ENOVIA V5, Visio-based schematics software like See-System-Design and/or an advanced schematics driven 3D design software like and AVEVA/PDMS would be an advantage.</p>
<b>Languages</b>	English (Fluent)

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