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JOB DETAIL

Ref. IO2005 - 7/31/2018

Configuration Management Coordinator CIO-153

Main job Generalist

Department CIO/ Central Integration Office

Division CIO / Configuration Management Division

Section CIO / CMD / Design and Configuration Control Section

Job Family Coordinating Engineer

**Application Deadline
(MM/DD/YYYY)** 09/02/2018

Grade P4

Direct employment Not required

Purpose The present opening may be used to fill other similar positions at the levels of P4 and/or P3, for which applications to CIO-153 shall be considered.

To coordinate the activities for the implementation of the ITER Configuration Management (CM) plan and processes in ITER.
To perform configuration verification and audits according to the ITER plan and rules and to support the Configuration Control activities.
To ensure that the design of the ITER systems, structure and components are compliant with safety and quality requirement and design standards.

Main duties / Responsibilities

- Monitors the plan and coordinates actions to implement the CM processes;
- Ensures that the CM procedures are compliant with the ITER project's requirements for the phases of construction, commissioning and operation, whilst ensuring that they are correctly implemented within the Organization as a whole;
- Supports the activities of a cross functional team involved in the identification of the configuration, pre-assessment and classification of changes;
- Performs verifications and audits of the ITER Configuration by providing engineering assessment and ensuring that procedures are correctly executed;
- Provides configuration status reports, and develops Key Performance Indicators related to the execution and status of the CM plan;
- In coordination with the Product Lifecycle Management (PLM) system coordinator, ensures support to, and training/coaching of, the final users whilst collects feedback for potential improvements and develops plans for the required functionalities of the PLM;
- Identifies opportunities and gaps to align processes/actions within the Configuration Management plan;
- Writes, proofreads and updates the system engineering and configuration management processes;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

• Reports to the Design and Configuration Control Section Leader;

- Interfaces with all involved departments and divisions in addition to the ITER Quality Assurance division;
- Maintains frequent communication with the other Division within the Central Integration Office and with the ITER Departments

Measures of effectiveness

- Interacts directly with appropriate levels with the corresponding staff in the ITER Domestic Agencies for all matters within his/her scope of responsibilities;
- Interacts with the ITER team members to ensure the proper configuration control methods are applied to design activities;
- In response to requests from the Director-General and/or Director of the Department for ITER Project, or proactively, informs the DG/ Director of the Department for ITER Project 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.

• Delivers results according to the agreed project schedule;

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- Implements efficiently the Configuration Management plan and procedures in compliance with safety and quality requirements;
- Issues high quality audit reports and other documentation within the defined schedule;
- Demonstrates effective communication and interaction with all ITER staff members.
- Provides engineering assessment and ensuring that procedures are correctly executed;
- Delivers training and support to end-users in a friendly and supportive manner;
- Applies feedback received for ways of improvement where possible and directs feedback/development plans forward to the appropriate senior person in charge;
- Collaborates efficiently with the Product Lifecycle Management team.

Project Construction Phase

Level of study	Master or equivalent degree
Diploma	Engineering, Information Technology
Level of experience	At least 10 years
Technical experience/knowledge	<ul style="list-style-type: none"> – At least 10 years' experience in implementing and managing design process and configuration control in a large, international and complex engineering environment; – Experience in project management and CM tools and standards (e.g. Enovia, Doors, ISO 10007 etc.); – Good experience in coordinating both technical and project management activities (planning, resource control, schedule control, reporting, etc.); – Good experience of system engineering processes, procedures and tools (such as requirements and interfaces managements, and design verification/validation); – Knowledge of IT disciplines related to CM and data management to a level to be able to interact with IT tools developers; – 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
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	ENOVIA MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<ul style="list-style-type: none"> – Ability to facilitate dialogue with a wide variety of contributors and stakeholders; – Ability to listen and adjust communication content and style to deliver messages; – Ability to plan and organize activities to meet deadlines with high standards; – Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
Languages	English (Fluent)

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