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JOB DETAIL

Ref. IO1995 - 6/20/2018

Software Solutions Architect CIO-178

Main job Software

Department CIO/ Central Integration Office

Division CIO / Information Technology Division

Section CIO / IT / IT System & Operation Section

Job Family Functional Officer - 2

**Application Deadline
(MM/DD/YYYY)** 08/15/2018

Grade P3

Direct employment Not required

Purpose To design the software architecture and facilitate across a wide variety of teams and internal clients, ensuring security, scalability, reliability and consistency is maintained within the ITER Organization (IO). To manage software application, product and licenses across the IO. To assure the efficient administration of license servers, license management applications that the process of central software management is carried out efficiently.

Main duties / Responsibilities

- Develops policies and guidance and defines the processes and tools for software management at the IO;
- Manages licenses of IO software licenses including registration of licenses;
- Produces and manages the ITER software architecture and communicates it to users, managers and other stakeholders;
- Creates and manages specific software committees to control policy and cost control of software tools including writing the Term of References (ToR) for these committees;
- Issues specifications and other relevant document to organize the procurement, maintenance and follows up of software applications and license;
- Facilitates communication between software suppliers and internal user groups;
- Follows up software usage and produces usage reports including ad-hoc and specific reports to management;
- Makes sure that the software maintenance is organized efficiently;
- Assists in the security assessment of software usage and monitoring;
- Advices and designs software solutions for new request taking into account total cost of ownership;
- Coordinates external contractors working in the area of software and license management and administration;
- Supports IT experts in different domain of software and product lifecycle management;
- Participates in the IT on-call service which might include work outside normal 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.

Measures of effectiveness

- Reports to the IT Systems and Operation Section Leader;
- In response to requests from the Director-General and/or Head of Central Integration Office (CIO), or proactively, informs the DG/Head of CIO 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.
- Maintains up to date and details inventory of software applications and licenses within the project;
- Ensures efficient procurement of software and licences;
- Develops effective policies and assures effective control of software applications;
- Accounts costs and usage of software application within the project;
- Assures an efficient support for of the shelf software products and in house developed software by the IT and other ITER teams/staff;
- Delivers projects in the domain of software management in quality, schedule, time and scope according to ITER IT standard methods;
- Develops, enhances and organizes the software architecture at ITER;

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- Successfully communicates strategies and application usage to senior management and external partners.

Project Construction Phase

Level of study	Master or equivalent degree
Diploma	In IT or other relevant field
Level of experience	At least 8 years
Technical experience/knowledge	<ul style="list-style-type: none"> - Certification on various Microsoft related technologies are considered a strong advantage; - Certification on IT service management (like ITIL) is considered a strong advantage; - Certification in project management (Prince 2 or PMI) is a plus. <ul style="list-style-type: none"> - At least 8 years of experience in IT, including 5 years of experience of software management tools and policies; - Strong experience in user support and operation is required; - Good experience coordinating IT contracts is required; - Strong experience in licence management is required; - Experience in software procurement and IT service & project management is required; - 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	MS Office professional (Access, Project, Publisher, Visio)
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 apply high standards of team mind-set, trust, excellence, loyalty and integrity.
Languages	English (Fluent)

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