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JOB DETAIL

Ref. IO1996 - 6/20/2018

Management Information Systems Officer CIO-189

Main job	System Administration
Department	CIO/ Central Integration Office
Division	CIO / Information Technology Division
Section	CIO / IT / IT Application & Development Section
Job Family	Functional Officer - 2
Application Deadline (MM/DD/YYYY)	08/15/2018
Grade	P3
Direct employment	Not required
Purpose	To develop and oversee the implementation of Management Information Systems (MIS) including Business Intelligence (BI) in support of ITER's engineering, project management and administrative activities. To ensure industry standards are followed/respected and that data is well organized, safe and secure.
Main duties / Responsibilities	<ul style="list-style-type: none">• Coordinates development and implementation of MIS project activities both on and off-site;• Coordinates the MIS team and its activities to ensure efficient delivery of services and projects;• Provides support to and maintenance of existing management information systems/applications;• Develops and maintains the organization's data warehouse;• Provides/Drives strong reporting and analytical support to the organization;• Develops and maintains integration between various data management systems (SAP, Enovia, Catia, Primavera, SmartPlant, Matrix PLM, etc.);• Closely collaborates with all other units in IO and domestic agencies to implement ITER project wide management information solutions;• Analyzes business needs and proposes technical solutions to address them;• Organizes user support and assistance in MIS areas of responsibility;• Generates both periodic and ad hoc reports as needed;• Proactively identifies/raises any important/urgent issues that may jeopardize the achievement of the project's objectives;• Develops documentation (policies, how-tos, working instructions, guidelines, etc.) to allow for smooth operations and easy system maintenance;• 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.
Measures of effectiveness	<ul style="list-style-type: none">• Reports to the IT Application and Development section leader;• In response to requests from the Director-General and/or CIO 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.
	<ul style="list-style-type: none">• Delivers IT projects in timely manner, within the accorded scope and in line with defined costs;• Maintains high levels of customer satisfaction;• Assures continuous, uninterrupted operation of MIS services;• Assures continuous improvements and development of team skills and capabilities.
	Project Construction Phase SAP ID 50001152
Level of study	Master or equivalent degree
Diploma	– Computer Science, Business Intelligence
Level of experience	At least 8 years
Technical experience/knowledge	<ul style="list-style-type: none">– At least 8 years' experience in implementing large and complex IT software systems;– At least 5 years' experience in IT project management including software engineering practice (e.g. configuration

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management, user requirements capturing, testing and validation, etc.);

- Sound knowledge of MS Office tools (Word, Excel, PowerPoint, Outlook);
- Sound knowledge of data and process modelling principles; databases and database programming languages; application architecture; integration/exchange principles; and data analysis;
- Good experience in coordinating team development, preferably using agile development methods;
- PRINCE2, ITIL or similar certification is desirable/mandatory;
- 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.

Project experience At least 5 years

Social skills Ability to work effectively in a multi-cultural environment
Ability to work in a team and to promote team spirit

General skills

- Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
- Ability to adjust communication content and style to deliver messages;
- Ability to persist in the face of challenges to meet deadlines with high standards;
- Ability to model high standards of team mind-set, trust, excellence, loyalty and integrity.

Languages English (Fluent)

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