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Ref. IO2120 - 5/21/2019

Work Control Administrator SCOD-087

Main job Generalist**Department** SCOD / Science & Operations Department**Division** SCOD / Operations Division**Job Family** Functional Assistant - 2**Application Deadline (MM/DD/YYYY)** 06/23/2019**Grade** G4**Direct employment** Not required**Purpose** To setup and administer the work control desk and to manage work orders, work permits, equipment lockout-tagout, and keys during commissioning, operations and maintenance of the ITER Tokamak and plant systems.

Background information:

The Operations Division is responsible for developing plans, procedures and for implementation of commissioning, operation and maintenance of the ITER Tokamak and plant systems. A work control desk is based adjacent to the control room to manage the reception and issuance of permits and keys.

Please note that an organizational restructuring is planned in accordance with the needs of the organization and the evolution of the project phases. In this context, the unit of assignment of the present position may be updated in late 2019, early 2020.

Main duties / Responsibilities

Drafts the work control procedures and forms for the administration of work requests, work orders and work permits for operations and maintenance; procures necessary materials, tags, locks etc.
 Organises the daily operation of the work control desk and manages the processing of requests.
 Seeks authorisation from the "Shift Operations Managers" for activities under work control, in the control room or elsewhere; issues approved work orders and work permits.
 Supports "Shift Operations Managers" by maintaining an overview of all ongoing work activities on site;
 Provides equipment lockout-tagout hardware and keys for engineers, technicians and/or contractors who work or access operational areas during commissioning, operations and maintenance of the ITER Tokamak and Plant;
 Maintains the documentation up to date for the aforementioned activities;
 Welcomes staff at the work control desk and confirms the completeness and accuracy of their work request;
 Tracks and records the return of surrendered work permit documents, keys, locks and tags;
 Produces daily reports of provided, returned and outstanding items;
 May be required to work outside normal working hours, including nights, weekends and public holidays;
 May be required to be part of any of the project/construction teams and to perform other duties in support of the project schedule.

Measures of effectiveness

Establishes an efficient work control desk, including simple and clear procedures and templates;
 Ensures effective operation of the work control desk, timely approval of requests, accurate and precise data entry and record keeping;
 Minimizes the number of non-returned items;
 Builds good and trusted relations with all staff and provides effective guidance and an efficient service;
 Contributes to a safe working environment by ensuring all activities are properly authorised and tracked.

Level of study Bachelor or equivalent degree**Diploma** Administration or Occupational Health & Safety**Level of experience** At least 5 years**Technical experience/knowledge** At least 5 years' of experience in work permits, occupational safety and access control is required; Knowledge of nuclear safety (radiation protection, dose limits etc.) would be considered as an advantage; The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.

General skills	Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders; Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment; Drive results: Ability to persist in the face of challenges to meet deadlines with high standards; Manage Complexity: Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals; Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
Others	Proficiency in office software suite (MS Office : Word, Excel, Outlook) for email, record keeping and report generation, etc.; Experience in computer based work order, work permit and access control systems is required.
Languages	English (Fluent) French (Working)

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