

ITER 국제기구 공모 직위 직무기술서 (제189차)

○ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	건설 (CST)	Construction Department Facilities, Logistics & Materials Division	Supply chain Compliance Administrator	CST-052	G4

IO1830 Supply Chain Compliance Administrator - CST-052

General information

Job category	Standard
Status	Published
Department	CST / Construction Department
Division	CST / Facilities, Logistics & Materiels Division

Job description

Main job	Engineering - Logistics
Title of the position	Supply Chain Compliance Administrator - CST-052
Job family	Technician - 3
Grade	G4
Direct employment	Not required
Purpose	<p>To prepare and implement across all stakeholders the necessary policies, processes and procedures relating to the reception, storage and preservation of components, materials and tooling associated with the construction of the ITER machine and associated plant. A major focus shall be the development of Project Requirements relating to preservation of components critical for nuclear safety and the preparation and maintenance of all records necessary to demonstrate the integrity of this safety function.</p> <p>-Prepares and maintains through a system of continuous improvement, all policies, processes and procedures necessary to ensure that ITER components, materials and tooling are received and preserved in accordance with defined requirements;</p> <p>-Works closely with the ITER nuclear safety department and the ITER Quality Assurance department to ensure reception and storage activities are compliant with ITER Project requirements in particular for those components that have a nuclear safety function;</p> <p>-Works in collaboration with other stakeholders inside and outside the ITER Organization to ensure compliance with relevant requirements relating to transportation, reception storage and issue of ITER Components, materials and tooling;</p> <p>-Is responsible for the cascade of Project requirements through the chain of external interveners (contractors and sub-contractors) and ensures through surveillance and audits that requirements are being met;</p> <p>-Is responsible for the collection and maintenance of all records necessary to demonstrate compliance with project requirements in particular preservation records for components fulfilling a nuclear safety function;</p>
Main duties / Responsibilities	<p>-Implements under the management of the Division Head, the Deviation Requests and Non conformances in relation to the above mentioned processes;</p> <p>-May be required to work outside normal working hours, including nights, weekends and public holidays;</p> <p>-Performs other duties in support of the project schedule;</p> <p>-May be requested to be part of any of the project/construction teams and to perform other duties;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to Head of Facilities, Logistics and Material Division;</p> <p>-Interfaces with internal and external stakeholders including IO staff, IO contractors, Domestic Agencies and the chain of contractors and sub-contractors working in the domain of transportation and storage;</p> <p>-In response to requests from the Director-General and/or Construction Department Head, proactively, informs the DG/ Construction Department 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.</p>
Measures of effectiveness	<p>-Prepare high quality documentation to describe requirements, procedures and processes;</p> <p>-Monitor and survey the protection important activities carried out by the on-site logistics to ensure that nuclear safety regulations are met;</p>

- Monitor and alert efficiently on deviation requests and non-conformances;
- Manage records in electronic and paper format carefully and accurately.

Project Construction Phase

Applicant criteria

Technical experience/knowledge	Level of study	Bachelor or equivalent degree
	Diploma	Supply chain management, logistics or engineering
	Level of experience	At least 5 years
		<ul style="list-style-type: none"> -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, -At least 5 years' experience in the field of supply chain management with experience in shipment receiving, inspection, preservation and storage; -Practical experience within a nuclear industry; -Practical experience in preparing and implementing quality control requirements and processes within a highly regulated domain such as nuclear or aerospace.
	Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <ul style="list-style-type: none"> -Experience of working in a multi-cultural environment with global partners; -Strong focus on compliance, process and record keeping; -Experience of writing procedures and processes in English language.
	General skills	<ul style="list-style-type: none"> -Ability to work as a team member in a non-desk working environment, e.g. warehouse and storage yard; -Ability to work effectively within culturally and geographically diverse teams and communicate with a diverse range of stakeholders.
	Languages	English (Fluent)
	Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
	Others	<ul style="list-style-type: none"> -Literate in all standard Microsoft Office packages, including Word, Excel, PowerPoint -Knowledge of materials management software would be an advantage.