

# Job Title: System Turnover Coordinator IO1047

Requisition ID **4200** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Machine Operations - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 08/08/2021

**Domain:** Science & Operation

**Department:** Science, Controls & Operation

**Division:** Operations

**Job Family:** Project Engineering

**Job Role:** Coordinating Engineer

**Job Grade:** P4

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

## **Purpose**

As System Turnover Coordinator, you will be responsible for the definition and management of the turnover processes for equipment, systems, buildings, and structures to the Operation Division (OPD) of the ITER project.

Within the OPD, you will be strongly involved in the commissioning and operation schedule, working in close collaboration with project stakeholders from engineering, construction, and including external contractors.

## **Background information:**

The Operations Division, as responsible entity for the execution of commissioning activities, maintenance and operation of the facility, is responsible for developing plans and procedures for implementation of all related processes of the ITER Tokamak and plant systems.

As a key role of the division within ITER Organization (IO), OPD must ensure accurate turnover of responsibility from construction to commissioning and operation.

## **Major Duties/Responsibilities**

- Defines, organizes, implements, and manages the transfer of responsibilities between construction & commissioning or commissioning & operation phases of the project, and ensures control of the configuration, according to the design and in compliance with legal requirements;
- Plans, coordinates and tracks records of the Construction Completion and Operation Readiness Reviews in collaboration with Construction, Commissioning and Operation entities;
- Identifies and analyzes snags-list and follows-up on the progress of their completion;

- Develops management and quality procedures including guidelines and working instructions related to the above described scope of responsibilities;
- Produces and/or reviews compliant progress reports with respect to legal and IO requirements for the defined scope of responsibilities;
- Is responsible for safe, reliable and efficient implementation of transfer processes for the commissioning, maintenance and operation of all the equipment, systems, structures and buildings;
- Performs internal inspections including preparation, implementation, documentation and follow up;
- Chairs Construction Completion Review and Operation Readiness Review;
- Prepares acceptance forms and reports, and ensures obtaining sign-off before carrying on the transfer of responsibility;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, week-ends and public holidays.

## Measure of Effectiveness

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- Ensures the timely, reliable and efficient analysis and monitoring of the status of each transfer of responsibilities in order to achieve required performance and compliance within defined cost, quality and schedule;
- Performs internal inspections at each defined step of transfer processes;
- Ensures that all completed transfers are compliant with occupational health & safety, nuclear safety and environmental protection regulations;
- Manages several simultaneous transfers demonstrating the ability to set or change priorities according to the project needs;
- Contributes to a safe working environment by ensuring all activities are properly authorised and tracked.

## Experience & Profile

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- **Professional Experience:**
  - At least 10 years' experience for managing and coordinating transfer of responsibilities processes during the construction and/or commissioning, and/or operation phases of a nuclear power plant or other complex large scale facility.
- **Education:**
  - Master's degree or equivalent in Engineering;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken);
- **Technical Competencies and Demonstrated Experience in:**
  - Developing and enforcing processes for transfer of responsibilities in a context of commissioning and operation of a nuclear facility;
  - Following up on technical and regulatory requirements in the lifecycle of components, systems, structures and buildings;
  - Analyzing and determining root cause of problems, interacting with stakeholders to find and implement solutions based on excellent knowledge of regulatory constraints;
  - Performing tasks and reporting on progress and issues in a timely and accurate manner;
  - Project management; planning, measuring progress, managing risks, costs, resolutions of problems, and reporting within the constraints of human and financial resources;
  - Quality, Nuclear & Occupational Safety management: knowledge requirements, methods, and practices for international quality standards and regulations.
- **Behavioral Competencies:**
  - Action oriented: Takes on new opportunities and tough challenges with a sense of urgency, autonomy, high energy and enthusiasm;

- Collaborate: Ability to facilitate 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;
  - Directs work: Provides direction, delegates, and removes obstacles to get work done;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Ensures accountability: holds self and others accountable to meet commitments and quality standards and practices;
  - Manage Complexity: Ability to analyze 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.
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***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.