

## ITER 국제기구 공모 직위 직무기술서 (제203차)

### ○ 3개 직위

| 구분 | 분야               | 소속  | 직위                                       | Job No. | 등급 |
|----|------------------|---|--|---------|----|
| ①  | 중앙통합<br>(CIO)    | Design & Construction Integration<br>Division<br>Design Integration Section | Tokamak/Building Integration<br>Engineer | CIO-074 | P2 |
| ②  |                  |   |  | CIO-179 | P2 |
| ③  | 사무총장비서실<br>(CAB) | Cabinet of the Director-General   | Protocol Administrator                   | CAB-007 | G4 |

# IO1855 Tokamak/Building Integration Engineer CIO-074&179

## General information

|              |  |
|--------------|--|
| Job category | Standard   |
| Status       | Confirmed  |
| Department   | CIO/ Central Integration Office                  |
| Division     | CIO / Design & Construction Integration Division |
| Section      | CIO / DCIN / Design Integration Section          |

## Job description

|                                |   |
|--------------------------------|---|
| Main job                       | Engineering - Generalist  |
| Title of the position          | Tokamak/Building Integration Engineer CIO-074&179   |
| Job family                     | Engineer - 1  |
| Grade                          | P2  |
| Direct employment              | Not required  |
|                                | Two openings  |
| Purpose                        | <p>To assist in a proactive and responsible way the Area Managers in assuring respectively systems design and construction integration of Tokamak machine and nuclear/non-nuclear auxiliary buildings, together with managing functional and physical interfaces, checking Process &amp; Instrumentation Diagram (P&amp;ID) implementation;</p> <p>To address the space management and interface activities taking care of Area events within and beyond design basis;</p> <p>To coordinate the related design &amp; construction activities in line with the agreed construction schedule, to propose to the Area Manager the priorities for the execution of the work in the area of his/her scope of responsibility and to resolve integration issues.</p> <p>To assure the integrated design meet together Functional / Area Events (e.g. Flooding / Fire/ Segregation / Radiological protection / Primary and Secondary Missiles Protection) / Layout / In-Service-Inspection (ISI)/ Maintenance / Replacements requirements;</p>  |
| Main duties / Responsibilities | <p>-Assures satisfaction of space management requirements well considering interface definition and control as well as of Area Events Requirements as per the French safety Authority Licensing Design Basis. Upon coordination of the Area Manager, proposes solutions in a proactive way when integration or construction issues are identified to respect the schedule of the delivery of the critical procurements in the respective areas like Vacuum Vessel and Buildings;</p> <p>-Assures that control of layout drawings are consistent with 3D Master Configuration Models;</p> <p>-Coordinates the production of ITER P&amp;IDs and Cabling Diagrams associated to the mechanical / plant/ electrical Systems belonging to the involved Area management. Check the coherency of the P&amp;IDs with the 3D configuration Models with respect to the systems functional requirements;</p> <p>-Assures the development and management of Tokamak systems or plant systems integrated design/construction sequence and associated installation / commissioning operations time schedule move into Areas / Systems integration;</p> <p>-Assures the Space management in accord with Maintenance / In Service Inspection / Remote Handling strategies;</p> <p>-Assures the Area events management align with Radiological Map, Flooding, Electromagnetic phenomenon;</p> <p>-Assures the systems functionality manage integration of Users and Auxiliaries;</p> <p>-Assists in a pro-active way the Area manager(s) in the assessment and implementation of Project Change Requests (PCR), Field Change Requests (FCR), Deviation Requests (DR), Non-Conformance Requests (NCR) ensuring the prompt implementation of the required changes in layout on assembly sequences, previous completion of an authorized costs / benefits analysis;</p> <p>-Organizes / implements at different maturity levels (including manufacturing) the quality control of the schematics and associated engineering data related to the components or systems;</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</p> |

|                           |   |
|---------------------------|---|
| Measures of effectiveness | <p>duties;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Under the coordination of the Area Manager(s) for Tokamak Machine and buildings, reports to the Design Integration Section Leader;</p> <p>-Acts as contact between construction and engineering staff liaising with all IO and Domestic Agencies responsible officers in charge of the design and procurement in their areas</p> <p>-In response to requests from the Director-General and/or Central Integration Office (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.</p>              |
|                           | <p>-Provides in a prompt way relevant layout optimization proposals, resolution of integration issues with ensuring the quality of end solutions, within the cost, schedule, safety and specifications;</p> <p>-Provides assessment, resolution and action reports towards a clash free configuration in his area of competences ensuring in an efficient manner the adhesion to the design and construction schedule within the defined time frame;</p> <p>-Delivers timely and accurate reports, about analysis and implementation of the approved changes affecting the layout of system in the area of competence;</p> <p>-Delivers Timely and accurate reports on the status of the as-designed and the as-built configurations.</p> <p>Project Construction Phase<br/>SAP ID: 5-0199&amp;2779</p> |

## Applicant criteria

|                                |  |
|--------------------------------|--|
| Level of study                 | Master or equivalent degree  |
| Diploma                        | Engineering  |
| Level of experience            | At least 5 years   |
| Technical experience/knowledge | <p>-At least 5 years' experience including well-developed basic knowledge in mechanical and plant process design and functional analysis;</p> <p>-Nuclear experience is considered as an advantage;</p> <p>-Experience in addressing Safety Analysis for Accidental scenarios within and beyond design basis is preferred;</p> <p>-Experience in addressing Costs / benefits analysis evaluating risks management and nuclear liabilities are preferred.</p> <p>-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;</p> <p>-Knowledge in Systems Design &amp; Systems Integration (Plant/Mechanical Engineer), Functional Analysis and Safety Analysis.</p> |
| Social skills                  | Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit   |
| Languages                      | English (Fluent)   |
| Specific skills                | Computer Aided Design, MS Office standard (Word, Excel, PowerPoint, Outlook)   |
| Others                         | <p>-Experience with Microsoft Office suite of programs and of design software;</p> <p>-Knowledge of CAD design and management tools.</p>   |

# IO1854 Protocol Administrator - CAB-007

## General information

|              |                                       |
|--------------|---------------------------------------|
| Job category | Standard                              |
| Status       | Confirmed                             |
| Department   | CAB / Cabinet of the Director-General |

## Job description

|                                |  |
|--------------------------------|--|
| Main job                       | Business Administration - Generalist in Business Administration  |
| Title of the position          | Protocol Administrator - CAB-007   |
| Job family                     | Functional Assistant - 2   |
| Grade                          | G4   |
| Direct employment              | Not required   |
| Purpose                        | <p>To support the Cabinet of the Director-General (CAB) in all activities related to the visits of distinguished visitors (VIPs) to the ITER site and to the IO headquarters;</p> <p>-To facilitate other protocol requirements for the ITER Organization's Director-General high level meetings.</p> <p>-To Support CAB in performing other administrative or technical activities and missions as required.</p>  |
| Main duties / Responsibilities | <p>-Plans, coordinates, executes and supervises tailor-made programs for the official VIP visitors (external visitors of significant importance or influence for the ITER project who command special treatment);</p> <p>-Manages all aspects of the presence of the distinguished visitors on the IO site, from protocol to logistics and communication adjusting to changes when necessary and ensuring the timely involvement of the relevant IO staff and units;</p> <p>-Coordinates when necessary with external partners (Domestic Agencies, local authorities, etc.) to ensure the success of the visit and maintain high reputation for the IO;</p> <p>-Ensures monitoring and follow-up of the visits in order to keep a record and benefit from the return of experience;</p> <p>-Serves as single point of contact within IO with regards to protocol issues and the organization of the VIP visits and events;</p> <p>-Applies protocol rules and contributes proactively to the preparation of the ceremonies in which the IO DG, the DDGs and the top management take part;</p> <p>-Manages contacts and correspondence with VIP visitors and liaises with external counterparts (agencies, diplomatic missions, government departments, institutions) to ensure a consistent high-quality service;</p> <p>-Anticipates and implements security measures to support and protect the VIP visitors in collaboration with the Safety Department;</p> <p>-Coordinates closely and in advance with the DG personal assistant where the IO DG or his representative is expected to have an official role or to host the event;</p> <p>-Ensures that no clashes or overlaps occur with regards to other major events or visits within IO;</p> |
| Measures of effectiveness      | <p>-Plans in advance an indicative schedule for VIP visits and updates it regularly;</p> <p>-Supports the implementation of IO VIP visit procedures and tools and suggest potential improvements when necessary;</p> <p>-Performs other duties in support of the project schedule;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the Head of the Cabinet of the Director General;</p> <p>-Acts as an interface on a daily basis between members of the Cabinet of the Director General as well as external organizations;</p> <p>-Interacts with relevant IO staff, the DG Secretariat, Security, COM/JVT, AIF, F4E, ORAP and other ITER Project stakeholders;</p> <p>-In response to requests from the Director-General or proactively, informs the DG 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>  |

- Provides efficient and high quality service to the Head of Cabinet meeting deadlines;
- Constantly looks to raise the reputation and positive image of the IO, through quality of service and good communication;
- Establishes a good collaboration attitude with all members of the CAB and IO in general;
- Demonstrates excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines.

Project Construction Phase  
SAP ID :50000008

## Applicant criteria

|                                |   |
|--------------------------------|---|
| Level of study                 | Bachelor or equivalent degree   |
| Diploma                        | Communication, administration, or related area  |
| Level of experience            | At least 5 years  |
| Technical experience/knowledge | <ul style="list-style-type: none"> <li>-At least 5 years' experience in administration, international relations and event coordination in an international environment;</li> <li>-Good experience in speaking and writing accurately and effectively to others, exhibiting interest in having two-way communication and demonstrating openness in sharing information and keeping people informed;</li> <li>-Experience in achieving goals with colleagues; solicits input by genuinely valuing others' ideas and expertise.</li> </ul>   |
| Social skills                  | <ul style="list-style-type: none"> <li>-Degree/equivalent training in International relations or/and Protocol would be an advantage;</li> <li>-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.</li> </ul> <p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p>   |
| General skills                 | <ul style="list-style-type: none"> <li>-Analytical and synthetic skills to comprehend and realize or conduct independent research and summaries about visitors and visit contexts. Ability to identify issues, formulate opinions, make conclusions and recommendations;</li> <li>-Ability to work towards defined goals with a high level of autonomy;</li> <li>-Demonstrated ability to produce high quality results;</li> <li>-Strong interpersonal skills to work effectively in an international environment;</li> <li>-High level of reliability, discretion, and confidentiality in handling documents.</li> </ul> |
| Languages                      | English (Fluent)  |
| Specific skills                | MS Office standard (Word, Excel, PowerPoint, Outlook)   |
| Others                         | <ul style="list-style-type: none"> <li>-Working knowledge of French (written and spoken) would be an advantage;</li> <li>-Ability to speak further languages of the ITER member countries would be an advantage.</li> </ul>   |