IO2017 Information Management Administrator CIO-196

General information

Job category	Standard
Status	Published
Department	CIO/ Central Integration Office
Division	CIO / Configuration Management Division
Section	CIO / CMD / Document Control Section

Job description

Main job	Business Administration - Document Management
Title of the position	Information Management Administrator CIO-196
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Not required
Purpose	To manage the ITER Scientific Library facility, overall activities and resources; to assist with all processes related to ITER scientific/technical publications; to provide access to required Codes and Standards; to support overall organizational document, information and knowledge management activities and to assist ITER Staff with access to information resources, including training activities.
Main duties / Responsibilities	Assists in organizing and maintaining the ITER Library facility, overall activities and resources and maintains functional and up-to-date library systems; Classifies all library material and technical documents; Assists in coordinating and facilitating the control of both the Technical Baseline and Management and Quality Program (MQP); Performs quality control of various documents and uploads them into the organizational systems, including ITER Documents Management (IDM) and Product Life-cycle Management (PLM) folders/areas; Issues and receives library materials; controls overdue items, and develops reports/tools to monitor the usage of the library service; Manages the orders of new books, periodicals and Codes/Standards, library services and processes the full purchase/organizational cycle; Informs and promotes the library and IO information services to staff members, assists with all related training activities and coordinates the update of relevant MQP documentation; Provides reference information and on-line searches to both ITER and Domestic Agency(DA) staff; Assists in maintaining the ITER images and graphics databases; Is responsible for publicizing and implementing ITER policies and activities related to conferences and scientific publications, in addition to the management of ITER publications in accordance with existing rules; Maintains the ITER publications website, intranet and other informational websites; Co-ordinates IO and other relevant publications' review board meetings and properly records the minutes of meetings; Verifies that all publications (both of the IO and DAs) adhere to the Safety and Copyright/IP rules and liaises with the Legal Office and Safety Department as necessary; Perform backup functions for archiving and knowledge management activities as necessary; May be requested to support 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. Reports to the Document Control 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. - Strives to ensure that all management and information data for all library resources are

Measures of effectiveness	incorporated and processed through the Library Management System (LMS) whilst at the same time, maintains and updates regularly and accurately the Library; - Ensures that the Library and Publications Services are constantly available and operational during opening hours; - Establishes collaboration activities with other fusion or physics libraries and information management centers worldwide; - Makes sure that all technical and scientific publications issued in the ITER project are processed through the required policies and procedures by making use of the dedicated IT tools; - Ensures that all submissions-for-review are uploaded within the allocated time as per the agreed terms of service; - Promptly reports issues and proposes options to resolve them to the manager and/or the Publication Board; - Executes training plans as per the programmed schedule; - Actively and positively promotes the library and IO information services to staff members. Project Construction Phase SAP ID 50002975

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Information Management Sciences or other related d

Level of experience	At least 5 years
	
	   Experience with performing training or coaching in international environments would be an advantage;
	   A specialized degree in Information Management Science (including library science, knowledge management or publications management) and/or a certified knowledge of physics topics would be an advantage.

Technical experience/knowledge	At least 5 years' experience in a scientific or technical library or within information management centers;
	   Thorough experience with current library and/or information management systems;
	   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

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 work effectively in a multi-cultural environment;
	   Ability to 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 gather multiple and diverse sources of information to define problems accurately before moving to proposals;.
	   Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
	
	   Working knowledge of the host language (French) would be an advantage to deal with local suppliers and host state information centers.

Languages	English (Fluent) French (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Proficiency in one or several document control and management tool(s); Demonstrated experience with office administration and IT tools.