

## ITER 국제기구 공모 직위 직무기술서 (제178차)

### ○ 2개 직위

구분	분야	소속	직위	Job No.	등급
①	안전 (SD)	Safety Department	Safety Department Deputy Head	SD-013	P6
②	재무·조달 (FPD)	Finance & Budget Division Budget Management Section	Budget Responsible Officer	FPD-017	P2

# IO1803 Safety Department Deputy Head - SD-013

## General information

Job category	Standard
Status	Published
Department	SD/ Safety Department

## Job description

Main job	Safety - Security - Generalist
Title of the position	Safety Department Deputy Head - SD-013
Job family	Specific jobs
Grade	P6
Direct employment	Required
Purpose	<p>The ITER Organization (IO) observes the French laws and regulations in the fields of public and occupational health and safety, nuclear safety, radiation protection, licensing, nuclear substances, environmental protection and protection from acts of malevolence.</p> <p>To comply with this requirement, and in close collaboration and complementarity with the Heads for Environmental Protection and Nuclear Safety Division (EPNSD) and Security, Health and Safety Division (SHS), the Safety Department (SD) Deputy Head (DH) supports the Safety Department Head (SDH) to:</p> <ul style="list-style-type: none"><li>-Coordinate the development of the Strategic Management Plan and the overall IO safety strategy and the execution of the plan, consistent with the ITER SD project baseline scope, schedule and costs;</li><li>-Manage and track the project wide and high level issues which may impact the project baseline, in the field of nuclear safety and licensing, occupational health and safety, and security;</li><li>-Guarantee full compliance with safety standards as defined by the Host Country and interact with Domestic Agencies to ensure full compliance with safety requirements for their nuclear safety related procurement activities;</li><li>-Provide a short-term and long-term execution plan such as budget and schedule planning, and staffing plan for the SD.</li><li>-Advises and proposes strategic implementation to the SDH in all matters related to nuclear safety, radiation protection, licensing, nuclear substances, environmental protection, occupational health and safety, and security as well as regulatory requirements and compliance with respect to the Host State's safety regulations;</li><li>-Enforces the team spirit, coordinates activities in compliance with the project baseline, and supports the SD team members to deliver their work effectively, providing expertise when necessary;</li><li>-Assists in the surveillance of Protection Important Activities (PIA) and nuclear safety control at all levels of the organization and its collaborators as established in French regulations for Basic Nuclear Installations (INB Order);</li><li>-Contributes to the implementation and enforcement of safety, health and security standards with respect to facility design, manufacturing, installation and operation, in particular during construction phase with all concerned stakeholders and Domestic Agencies;</li><li>-Represents the IO by deputation of the SDH when interacting with local, national and international governmental agencies with respect to safety, health and security standards;</li><li>-Oversees safety, health and security compliance with regard to regulatory requirements, in particular when PIA and/or Components are concerned;</li><li>-Contributes to develop and maintain the necessary nuclear safety, occupational safety, health and security programs;</li><li>-Oversees compliance with general safety quality standards and emergency programs for the ITER Project;</li><li>-Provides leadership in safety, health and security and performs other duties, as necessary;</li><li>-Builds and maintains confident relationships with internal stakeholders, Domestic Agencies and major external stakeholders;</li><li>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li></ul> <p>-Reports to the Safety Department Head (SDH);</p>
Main duties / Responsibilities	

Measures of effectiveness	<ul style="list-style-type: none"> <li>-Interfaces with the Deputy Director General/Relations Coordination Officer in his coordinating role of the activities related to safety and quality assurance within the whole ITER Project, and with all other Departments with respect to the implementation of safety and quality assurance relevant matters;</li> <li>-Interfaces, when requested by SDH, with Host country's authorities for SD relevant matters.</li> </ul>
	<ul style="list-style-type: none"> <li>-Supports SDH in the achievement of their performance targets;</li> <li>-Effectively communicates the ITER Safety Program with the EPNSD Head throughout the project and sets measurable standards on safety performance;</li> <li>-Acts, when requested by SDH, as an interface between the IO and the Host State's authorities;</li> <li>-Maintains, when requested by SDH, effective communication with all governmental and regulatory organizations interfacing with ITER;</li> <li>-Ensures that Department deliverables in the field of Nuclear Safety meet safety standards, quality schedule and cost requirements.</li> </ul> <p>Project Construction Phase</p>

## Applicant criteria

Level of study	Master or equivalent degree
Diploma	Engineering, nuclear safety or equivalent
Level of experience	At least 15 years
Technical experience/knowledge	<ul style="list-style-type: none"> <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> <li>-At least 15 years' experience in coordinating tasks in engineering project environments;</li> <li>-At least 10 years' experience within the Host regulatory environment including the implementation of safety programs with respect to the national requirements;</li> <li>-Experience in the implementation of safety programs in a large construction project related to nuclear/fusion safety or excellent familiarity with the nuclear safety program through operation or regulation of a facility;</li> <li>-Experience in interacting with high level stakeholders in the scientific/technical international environment;</li> <li>-Experience of project or program management in the nuclear field, with supervisory responsibilities with regard to safety.</li> </ul>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Good negotiation skills
General skills	<ul style="list-style-type: none"> <li>-Knowledge of Host State's regulations on nuclear safety is essential;</li> <li>-Possibility of French security clearance on a justified need-to-know basis is required.</li> </ul>
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"> <li>-Ability to negotiate with influence and convince internal and external stakeholders;</li> <li>-Good working knowledge of spoken and written French is also essential in order to have interaction with the French Nuclear Authority and related documentation;</li> <li>-Skills consistent with managing a complex developmental project</li> </ul>

# IO1804 Budget Responsible Officer - FPD-017

## General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Budget Management Section

## Job description

Main job	Business Administration - Finance
Title of the position	Budget Responsible Officer - FPD-017
Job family	Functional Officer - 1
Grade	P2
Direct employment	Not required
Purpose	<ul style="list-style-type: none"><li>-The Budget Responsible Officer (BRO) serves as a business and financial expert for his or her assigned Department(s).</li><li>-To prepare the annual budget call (in collaboration with Section Leaders, Division Heads, and Department Heads).</li><li>-To also lead monthly meetings on budget status, participate in the placement, tracking, and implementation of contracts, and support cost estimation, cost containment, and earned value management activities.</li><li>-In the absence of the Section Leader, to help to coordinate the activities of the team.</li></ul>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>-Responds to the annual budget call by preparing and updating annual and lifecycle commitment and payment data for assigned Department(s);</li><li>-Prepares monthly financial status reports, briefs Department management on budgetary execution, identifies budget/cost variances, and recommends solutions to problems that may occur;</li><li>-Prepares and submits budgetary forecasts and financial accruals as requested;</li><li>-Prepares and submits project and/or streamlined change requests to reflect modifications in annual or lifecycle budgets, changes in project work scope, and to implement allocations from the Reserve Fund;</li><li>-Reviews and approves purchase requests for his/her scope to ensure adherence to annual or lifecycle budgets and to ensure proper cost control according to the project Work Breakdown Structure, Organization Breakdown Structure, and budgetary structure, and applicable financial and project management procedures;</li><li>-Coordinates timesheet and cost corrections as necessary to ensure proper cost allocation in the ERP system;</li><li>-Monitors the status of contracts from initial planning, to requisition, execution, and contract close-out;</li><li>-Provides support for extra-budgetary arrangements (e.g. Work for Others), including development or amendment of project estimates, financial reporting, earned value management, and interfacing with project stakeholders on financial, budgetary, or contractual issues;</li><li>-Advises technical staff regarding financial policies, charge codes, and other budgetary and cost matters for the defined scope;</li><li>-Implements financial policies and procedures within the assigned department;</li><li>-Performs other duties in support of the project schedule;</li><li>-May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;</li><li>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li><li>-Reports to the Budget Management Section Leader;</li><li>-Provides Support to the assigned Department Head(s);</li><li>-Interacts with other Budget Officers, Offices, and Divisions in the ITER Organization;</li><li>-Proactively informs the Finance &amp; Procurement Department Head or 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.</li></ul>

Measures of effectiveness	<ul style="list-style-type: none"> <li>-Contributes to the accuracy of the budgets of assigned Department(s),</li> <li>-Contributes to the management of the budget(s) of assigned Department(s);</li> <li>-Maintains a positive working relationships with the Department and Division Head, the Budget Management Section Leader, and other Budget Management Staff;</li> <li>-Ensures implementation of financial rules and regulations;</li> <li>-Makes relevant proposals following project change requests;</li> <li>-Drafts accurate reports within the defined schedule and deadlines;</li> <li>-Assists in the coordination of the Section in the absence of the Section Leader;</li> </ul>
	Project Construction Phase ID SAP: 50002532

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Financial, Business Admin., or Project Management
Level of experience	At least 7 years
Technical experience/knowledge	<ul style="list-style-type: none"> <li>- Extensive knowledge of project management, including the understanding of cost estimation, project budgeting, scheduling, and project controls;</li> <li>- An extensive experience in similar jobs and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree;</li> <li>-At least 7 years' experience with a Bachelor's degree or 5 years of experience with a Master's degree in financial management, budgeting, cost control, or project management;</li> <li>-Experience in budgeting or planning within a scientific or nuclear environment;</li> </ul>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	-Good command of MS Office, particularly in Excel; experience in using data bases would be an advantage.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)