

## ITER 국제기구 공모 직위 직무기술서 (제211차)

### ○ 5개 직위

구분	분야	소속	직위	Job No.	등급
①	건설 (CST)	Construction Department	Construction Project Coordination Officer	CST-091	P6
②	중앙통합 (CIO)	Central Integration Office	Central Integration Office Deputy Head	CIO-013	P6
③	플랜트 엔지니어링 (PED)	Plant Engineering Department Field Engineering Installation Division	Mechanical Engineer	PED-164	P3
④	인사 (HRD)	Human Resources Department Remuneration, Performance & Employment Section	Human Resources Officer	HRD-017	P2
⑤			Human Resources Officer	HRD-022	P2

# IO1888 Construction Project Coordination Officer - CST091

## General information

Job category	Standard
Status	Published
Department	CST / Construction Department

## Job description

Main job	Engineering - Construction
Title of the position	Construction Project Coordination Officer - CST091
Job family	Specific jobs
Grade	P6
Direct employment	Required
Purpose	<p>To provide support and bring expertise to Construction Department (CST) Head, Construction Management Division (CMG) Head and to the Site Construction Director (SCD), regarding construction management aspects, in particular related to balance of plant installation and interfaces with tokamak auxiliary systems and Tritium Breeding Systems (TBS) in the tokamak complex.</p> <p>To assist and support CST Head as his closest collaborator:</p> <ul style="list-style-type: none"><li>- in planning, managing the control of the construction works of the ITER plant systems and interfaces with tokamak auxiliaries, and their testing and commissioning;</li><li>- in effectively coordinating and supporting the relevant IO units, in particular the Construction Teams for Tokamak Complex (CTTC) and Plant Installation (CTPI), and the Domestic Agencies for successful execution of the plant installation and integration works and;</li><li>- in implementing budget, controlling cost, detail scheduling, staffing plan and overseeing staff at the CST level.</li></ul>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>- Supports the CST Head in their responsibilities in preparing strategies and planning for efficient construction management including, implementation of processes, procedures and tools;</li><li>- Represents the CST Head for the process of tendering and managing contracts to execute the overall construction management, assembly, installation, testing, commissioning/start-up;</li><li>- Supports CST Head and collaborates with CMG Head for executing and maintaining the Technical Baseline and Performance Baseline (scope, cost and schedule) in collaboration with the Central Integration Office (CIO) and the Project Control Office (PCO);</li><li>- Ensures that all the Construction Works are carried out in accordance with the ITER Nuclear Safety Standard and the Environment &amp; Health Policy and the Management and Quality Program (MQP) requirements;</li><li>- In collaboration with the CIO and PCO, identifies and manages technical issue and risks coordinating and overseeing the issues and risk mitigations;</li><li>- Contributes in building and maintaining relationship with Central-Team, Domestic Agencies (DAs) and major external stakeholders in compliance with the strategy defined by the ITER Organization and cascaded by CST Head;</li><li>- Represents the CST Head to Division Heads and Construction Team Leaders to ensure managers and team members are motivated, and by constantly developing their skills and experience through close staff collaboration;</li><li>- Perform other duties upon management request, as necessary, including the duties delegated by the CST Head during his/her absence;</li><li>- May be required to work outside normal working hours, including nights, weekends and public holidays;</li><li>- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;</li><li>- Performs other duties linked to the above purpose upon management request, as necessary;</li><li>- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li><li>- Reports to Construction Department Head;</li><li>- Acts as and interfaces with other Departments in ITER Organization, and the DAs for all matters of his/her responsibility;</li><li>- Maintains communication with other organizations related to the ITER collaboration as well as fusion community.</li></ul>

Measures of effectiveness	-In response to requests from the Director-General and/or CST Head, or proactively, informs the DG/CST 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.
	<ul style="list-style-type: none"> <li>-Supports effectively the CST Head in all his/her responsibilities;</li> <li>-Proposes priorities of actions and supports their prompt execution;</li> <li>-Prevents and resolves problems to recover delayed activities and/or to prevent further delay;</li> <li>-Supports efficiently the CST Head to manage interface and maintain effective communication between CST divisions and Domestic Agency Leaders;</li> <li>-Ensures that Department deliverables meet schedule and cost requirements.</li> </ul>
Project Construction Phase SAP Id: 50000156	

## Applicant criteria

Level of study	Master or higher degree
Diploma	engineering field and project construction managmt
Level of experience	At least 20 years
Technical experience/knowledge	<ul style="list-style-type: none"> <li>-Knowledge of construction/commissioning management of large fusion machine/nuclear facilities, large process plant installation or similar industrial facilities;</li> <li>-Knowledge of nuclear regulation and application of codes and standards for licensing of plant construction.</li> </ul>
	<ul style="list-style-type: none"> <li>-At least 20 years of relevant experience in engineering and construction of nuclear facilities and project management of large construction devices;</li> <li>-Experience in construction management and operation of the large fusion devices or similar facilities;</li> <li>-Ability to lead the team for the capacity building activities to maximize the operational efficiencies and reliability in the construction management.</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	<ul style="list-style-type: none"> <li>-Ability to lead and communicate widely in a multi-cultural environment,</li> <li>-Ability to negotiate with influence and convince internal and external stakeholders;</li> </ul>
Languages	English (Fluent)
Specific skills	Primavera
Others	<ul style="list-style-type: none"> <li>-Skills consistent with managing a complex developmental and construction project;</li> <li>-Deep knowledge in project management software (such as Primavera).</li> </ul>

# IO1887 Central Integration Office Deputy Head - CIO-013

## General information

Job category	Standard
Status	Published
Department	CIO/ Central Integration Office

## Job description

Main job	Project Management - Generalist
Title of the position	Central Integration Office Deputy Head - CIO-013
Job family	Specific jobs
Grade	P6
Direct employment	Required
Purpose	<p>The Central Integration Office (CIO) supports the ITER Organization (IO) Director-General (DG) in his responsibility of integrator of the whole project and of nuclear operator.</p> <p>The main role of the Deputy Head is to support the CIO Head, to primarily ensure the integrity of Technical Baseline, a proper design control (Systems Engineering implementation), configuration management, design and construction integration, engineering quality control, documents and records, and engineering &amp; nuclear analysis, and secondarily to support CAD data &amp; CAD resource management, and IT support.</p> <p>To contribute to the ITER tokamak and plant construction, as well as design, and to deputize for the CIO Head when requested.</p> <p>In support to the CIO Head for his/her execution and management of the CIO, the job holder shall:</p>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>-Coordinate and review the ITER tokamak and plant design and construction integration, including functional and physical integration and interface control;</li><li>-Coordinate and review design analysis, including structural, seismic, electromagnetic, thermal/hydraulic and nuclear analyses based on project priority;</li><li>-Manage and coordinate a proper implementation (including staff training) of the processes for which CIO is responsible, including design control (i.e. Systems Engineering implementation), configuration management, deviation requests, documents and records, identification and control of items, calibration of monitoring and data collection equipment, inspection and testing activities, software control and model development which are directly linked to the QAP work processes;</li><li>-In collaboration with the Project Control Office (PCO), coordinate and oversee project/technical issues and risk management, including identification of the issues and risk mitigation;</li><li>-Support Project Teams for technical issue management (depending on the required roles and functions to the CIO in Project Teams);</li><li>-Support PCO in ensuring that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;</li><li>-Maximize human capital and people's commitment to achieving IO goals;</li><li>-Build and maintain relationships with CT, Domestic Agencies (DAs) and major external stakeholders;</li><li>-Directly support the CIO Head for his/her management of the CIO divisions/sections;</li><li>-Perform other duties upon management request, as necessary, including the duties delegated by the CIO Head during his/her absence;</li><li>-May be required to work outside normal working hours, including nights, weekends and public holidays;</li><li>-Implement the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;</li><li>-Maintain a strong commitment to the implementation and continuation of the ITER Safety Program, values and ethics.</li><li>-Reports to the CIO Head;</li><li>-In response to requests from the Director-General (DG) and/or COO (Chief Operating Officer), or proactively, informs the DG/COO of any important and urgent issues that cannot be handled by the concerned line management and that may jeopardize the achievement of the Project's objectives.</li></ul>

Measures of effectiveness	<ul style="list-style-type: none"> <li>-Effectively implements (including staff training) the CIO responsible processes (such as design control and configuration management);</li> <li>-Properly and timely integrates the ITER tokamak and plant design;</li> <li>-Effectively manages technical issues and risks;</li> <li>-Supports efficiently and effectively the CIO Head for his/her execution of the roles and responsibilities;</li> <li>-Provides proper assistance and support to CIO staff for the achievement of their performance targets;</li> <li>-Maintains effective communication with all IO units and other stakeholders;</li> <li>-Acts actively and effectively to ensure the IO is complying with the established processes under the QAP, nuclear safety regulations and other safety standards.</li> </ul> <p>Project Construction Phase SAP ID : 50002756</p>
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## Applicant criteria

Level of study	Master or equivalent degree
Diploma	nuclear engineering, engineering field
Level of experience	At least 15 years
Technical experience/knowledge	<ul style="list-style-type: none"> <li>-Knowledge of tokamak fusion system design;</li> <li>-Knowledge of nuclear plant design and construction;</li> <li>-Excellent knowledge of nuclear safety regulations, codes and standards, Quality Assurance (especially the design control and configuration management)/Quality Control (QA/QC).</li> <li>-At least 15 years' experience and direct practice in an engineering/construction project environment, including coordination activities;</li> <li>-Strong experience and practice in Systems Engineering implementation (i.e. the design control and inspection /testing /commissioning) and configuration management;</li> <li>-Extensive experience in similar jobs and/or additional certificates in relevant domains may be considered a reasonable substitute for the required educational degree;</li> <li>-Demonstrated experience in the successful implementation of integration programs in a large construction project related to nuclear/fusion or equivalent complex construction programs;</li> </ul>
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Good negotiation skills</p> <ul style="list-style-type: none"> <li>-Experience in QA/QC and high level nuclear quality standards implementation.</li> </ul>
General skills	<ul style="list-style-type: none"> <li>-Ability to provide effective technical and safety leadership;</li> <li>-Ability to negotiate with influence and convince internal and external stakeholders;</li> </ul>
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	-Computer and IT skills consistent with managing a complex one-of-a-kind technical project.

# IO1886 Mechanical Engineer - PED-164

## General information

Job category	Standard
Status	Published
Department	PED / Plant Engineering Department
Division	PED / Field Engineering Installation Division

## Job description

Main job	Engineering - Mechanics
Title of the position	Mechanical Engineer - PED-164
Job family	Engineer - 2
Grade	P3
Direct employment	Not required
Purpose	<ul style="list-style-type: none"><li>-To assure the Operator Supervision Role during Mechanical and Piping installation in assigned worksites, within the defined cost, scope and schedule; as well as assuring the monitoring of the Domestic Agencies contracts for the same areas.</li><li>-To integrate on-site activities in close collaboration with Construction-Management-as-Agent (CMA).</li><li>-To be responsible of contract management for the Iter Organization (IO) installation activities within the site services building.</li></ul>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>-Is Technical Responsible Officer for the assigned contract;</li><li>-Ensures technical interfaces between the CMA and the IO Engineering departments, in his / her area of responsibility;</li><li>-Coordinates the review process of any Installation Procedures, Inspection and Test Plans and the installation testing issued by the Contractor in his/ her area of responsibility;</li><li>-Issues inspection and observation reports when and where required;</li><li>-Assures consistency among the mechanical and piping systems in his/her area of responsibility in installation phase and the engineering work packages issued by Engineering Departments;</li><li>-Follows the resolution of the field engineering changes and installation non-conformances related to his/her area of responsibility;</li><li>-Assists during testing and commissioning of components that are installed under her/his responsibilities and alerts line management when necessary;</li><li>-Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;</li><li>-May be requested to work in shifts and be part of any of the project team dealing with the above activities and perform other duties upon management request;</li><li>-Performs other duties in support of the project schedule;</li><li>-May be requested to be part of any of the project/construction teams and to perform other duties;</li><li>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li></ul>
Measures of effectiveness	<ul style="list-style-type: none"><li>-Under the coordination of the Mechanical / Piping Installation Surveillance Team Leader, reports to the Field Engineering Installation Division (FEID) Head;</li><li>-Acts as interface with other internal and external resources for the installation activities for all Balance of Plant Areas;</li><li>-In response to requests from the Director-General and/or Plant Engineering Department (PED) Head, or proactively, informs the DG/ PED 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.</li></ul> <ul style="list-style-type: none"><li>-Contributes efficiently to ensuring satisfaction of safety and functional requirements flow-down;</li><li>-Efficient contracts management for installation Activities within the defined cost and schedule;</li><li>-Timely and accurate reporting on the status of the fabrication and installation;</li><li>-Ensures the efficient execution of actions related to construction for his/her scope of activities, within the defined cost, scope and schedule;</li></ul>

-Manages effectively the interfaces associated with his/her scope of activities.

Project Construction Phase

## Applicant criteria

Level of study	Master or equivalent degree
Diploma	Mechanical or Nuclear Engineering
Level of experience	At least 8 years
Technical experience/knowledge	<ul style="list-style-type: none"><li>-At least 8 years of combined experience in installation supervision roles;</li><li>-Proven experience in the fabrication and installation supervision of large and complex piping systems for nuclear plants or oil and gas sectors;</li><li>-Competences in construction, installation and testing of Mechanical components and piping systems;</li><li>-Knowledge of piping fabrication and installation procedures as well as welding techniques, testing and NDT techniques;</li><li>-Good knowledge of piping supporting systems technologies, steel structures construction as well as fixation systems for nuclear plants;</li><li>-Knowledge of international Mechanical components and piping systems standards;</li><li>-Knowledge of fusion related technologies and in particular its cooling water systems will be considered advantageous;</li><li>-Knowledge of the French ESP/ESPN regulations and practical application will be considered advantageous.</li><li>-Experience in field installation supervision of plant static and rotating equipment.</li></ul>
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"><li>-Good experience in Quality Assurance/Quality Control procedures for the installation, commissioning and operation of mechanical components and piping systems, including safety relevant components;</li></ul>
General skills	<ul style="list-style-type: none"><li>-Project Management experience/knowledge is appreciated;</li><li>-Experience in reporting progress status;</li><li>-Experience in liaising with different stakeholders interfaces;</li></ul> <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>
Languages	English (Fluent)
Specific skills	CATIA, MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"><li>-Knowledge of 3D CAD plant software (AVEVA and Catia or Smartplant) is advantageous</li><li>-Knowledge of MS Office standard (Word, Excel, PowerPoint, Outlook) is required.</li></ul>

# IO1885 Human Resources Officer HRD-017/022

## General information

Job category	Standard
Status	Published
Department	HRD / Human Resources Department
Section	HRD / Remuneration, Performance & Employment Section

## Job description

Main job	Business Administration - Human Resources
Title of the position	Human Resources Officer HRD-017/022
Job family	Functional Officer - 1
Grade	P2
Direct employment	Required
Purpose	<p>Human Resources Officers (2 Positions) are required for the following areas of expertise:</p> <p>Compensation and Benefits:</p> <ul style="list-style-type: none"><li>- To ensure execution, internal control and compliance to the Staff Regulations and HR procedures over staff benefits, statutory entitlements, payroll and proper contract management administration;</li><li>- To assess and manage requests related to special working conditions and work patterns for individual staff and teams (e.g. shift-work, night work, overtime, on-call duty), including compensation provisions and regular reporting;</li><li>- To follow up on service contracts and policy covering pension, medical, life and invalidity insurance, including service level and cost effectiveness analysis;</li><li>- To monitor, report and advise on necessary adjustments of the HR Department (HRD) budget.</li></ul> <p>Performance Management:</p> <ul style="list-style-type: none"><li>- To oversee implementation of the ITER Organization (IO) performance management policy, including probations, objective setting, mid-year and annual performance reviews, personal improvement plans, as well as rewards and recognition;</li><li>- To build a performance management culture with shared standards, tailored to the needs of an evolving matrix organization;</li><li>- To contribute to the assessment of the development and the quality of relevant Key Performance Indicators (KPIs) for departments and positions, in line with annual work plans and project schedule;</li><li>- To coordinate information and training programs and conduct management workshops, independently or with specialized external consultancy services, on performance management topics.</li></ul> <p>Both positions work closely with the Section Leader to shape, develop and deliver high quality and efficient HR services which effectively support the IO in its goals:</p>
Main duties / Responsibilities	<p>Initiates and follows up on HR policy improvement and review for the area of expertise, to consider the evolving needs of the ITER project, in partnership with IO management;</p> <p>Plans and manages HR projects for the area of expertise, including the supervision of assigned external consultants, as required;</p> <p>Assesses and advises on actions for complex and difficult cases, escalates issues for decision to the line management;</p> <p>Drafts HR policies, procedures and guidelines;</p> <p>Prepares reports for management, analyzing results and presenting information and recommendations for decision-making;</p> <p>Assesses HR process automation needs and evolution, aligning IO processes to best practice and liaising with the IT team on HRIS development and implementation;</p> <p>Actively participates and contributes to horizontal HR initiatives that go beyond the strict boundaries of own domain of expertise, cooperating closely with other HR areas of expertise;</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>



Measures of effectiveness	Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
	Reports to the Remuneration, Performance and Employment Section Leader; Interacts and liaises with the Talent and Competencies Development Section; Interacts with staff and managers, as well as Domestic Agencies and external service providers; Responds to requests from the Director-General/ Head of HRD and proactively informs the Head of HRD of any important issue that cannot be handled by the concerned line management that may jeopardize the achievement of the Project's objectives.
	Ensures proper analysis, development, implementation, interpretation and application of policies and procedures, consistent with the Staff Regulations; Provides accurate and high quality deliverables within the defined deadlines; Ensures an efficient and high quality service to managers and staff; Establishes excellent professional collaborative relationships both within and external to the IO; Achieves satisfactory audit reports following internal or external audits.
	Project Construction Phase

## Applicant criteria

Level of study	Master or equivalent degree
Diploma	Business Admin., HR, Org. Development or relevant
Level of experience	At least 5 years
Technical experience/knowledge	At least 5 years' relevant HR experience gained in an international organization, complex technical project or in an HR consultant role; Proven track record in developing and operating in all aspects of at least one area of expertise; Experience in drafting policies, procedures, reports related to an area of expertise; Experience in change management or leading HR improvement projects.
	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 in a team and to promote team spirit
General skills	Proactive with a demonstrated ability to produce high quality results; Excellent planning skills and ability to respond effectively to changing priorities; Ability to manage high volume workload, to work under pressure and meet deadlines; Strong analytical skills and attention to detail; Excellent interpersonal, communication and listening skills; Client-Service oriented; High level of discretion and confidentiality; Ability to work autonomously with minimal management guidance/supervision; Ability to work with integrity, commitment and respect for diversity in a multi-cultural environment.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Hands-on knowledge and experience with HR systems and databases, in particular SAP and/or Success Factors.