

IO1363 Quality Audit Coordinator SQS-013

General information

Job category	Standard
Status	Published
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Quality Assurance Division

Job description

Main job	Quality-Methodology - Quality control-Audit
Title of the position	Quality Audit Coordinator SQS-013
Job family	Coordinating Officer
Grade	P4
Direct employment	Required
Purpose	<p>To develop and manage the ITER organization (IO) quality audit program for both internal audits and external surveillance audits in line with the ITER Quality Assurance Program (ITER QAP).</p> <p>Develops annual Internal Process Management System Audits Program for the ITER Organization;</p> <p>Develops an audit surveillance programme for monitoring work performed by Domestic Agencies to check compliance with the ITER QAP;</p> <p>Supervises the buildup of an ITER quality audit team within the IO and plans suitable training for both auditors and lead auditors;</p> <p>Maintains a listing of personnel qualified to perform quality audits, and assigning audit teams to perform each audit;</p> <p>Approves, distributes, and maintains the audit schedules, plans, and reports for all internal and external quality audits;</p>
Main duties / Responsibilities	<p>Implements an effective process management system audit program and ensures implementation of corrective actions is verified;</p> <p>Evaluates findings reported on all internal and external quality audit reports and provides reports for Management Review;</p> <p>Maintains audit records, such as audit plans, audit reports, documented responses, completed corrective action records;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</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 ITER Quality Assurance Division;</p> <p>Interacts with members of the ITER Team and Domestic Agency Personnel as required;</p> <p>Acts as an interface between IO and Domestic agencies audit personnel;</p> <p>In response to requests from the Director-General and/or Director of the Safety, Quality and Security (SQS), or proactively, informs the DG/ Director of the SQS 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>
Measures of effectiveness	<p>Provides effective monitoring of the ITER Organization's compliance with the QAP;</p> <p>Provides assurance of compliance of the Domestic Agencies with the ITER QAP;</p> <p>Provides effective documented audit results to show compliance with French Regulations.</p> <p>ID SAP: 50000655</p> <p>Project Construction Phase.</p>

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Engineering or other relevant discipline

Level of experience	At least 12 years
Technical experience	Experience in auditing or relevant domain; Experience of developing and maintaining audit programs; Experience in developing and implementing audit training programs; Experience in matrix management coordination; Experience in the implementation of quality systems in the fusion industry is desirable; Experience in the development of Integrated Management Systems is desirable; Basic project management experience is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	IRCA (International Register of Certificated Auditors) Lead Auditor qualification is essential; Comprehensive knowledge of quality and environmental standards.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)