

IO1455 IO-DA Coordination Officer ODG-027

General information

Job category	Standard
Status	Published
Department	ODG/Office of the Director General

Job description

Main job	Project Management - Generalist
Title of the position	IO-DA Coordination Officer ODG-027
Job family	Functional Officer - 1
Grade	P2
Direct employment	Required
Purpose	<p>To support all Unique ITER Team (UIT) activities within ITER Organization - Domestic Agencies (IO-DA) Coordination such as to initiate, develop, plan, organize, coordinate, and perform required follow-up processes of issue-raising and issue-solution between ITER Organization (IO) and the Domestic Agencies (DAs).</p> <p>To ensure the proper recording and drafting of meeting summaries, decisions and actions, and tracking implementation;</p> <p>To solve specific issues related to the above tasks.</p> <p>Coordinates activities in the ITER Organization - Domestic Agencies (IO-DA) Coordination team with the ability to fully represent the Head of IO-DA Coordination as needed for all matters pertaining to the running of UIT;</p> <p>Manages the planning and execution of UIT activities responding to the demands & engagements of IO-DA Coordination, especially high-level Coordination.</p> <p>Is responsible for routine communications for collecting, identifying and tracking of issues as a liaison between the IO & assigned DAs ; Develops and provides analyses on the root causes of issues and impact on cost, schedule, risks & ITER operation, : Make appropriate proposals on decision-packages & decision options to maximize the effectiveness and efficiency of UIT;</p> <p>Is responsible for supporting & tracking of the decision implementations;</p> <p>Ensures communication with the Head of IODA Coordination for better coordination with its issue solving mechanism;</p> <p>Develops & maintains technical or management meeting records/notes in a fast-paced, dynamic environment & turns them around, with minimal oversight, into clear, concise, & accurate minutes;</p> <p>Coordinates all aspects of IO-DA Coordination and related meetings, including the preparation of agendas, registration of documents, proposing & tracking of actions & decisions, and maintenance of main meeting diary;</p> <p>Provides technical assistant support for all UIT technical or management support activities such as maintenance of technical meeting calendar & areas of ITER Document Management System (IDM);</p> <p>Undertakes other horizontal organizational activities as agreed with line management;</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 & perpetuation of the ITER Safety Program, values & ethics.</p> <p>Reports to the IO-DA Coordination Head;</p> <p>Interfaces with all other ITER Departments, Directorates & Divisions;</p> <p>Interfaces with Domestic Agency Heads & staff for all IO-DA matters;</p> <p>Maintains communications with other organizations that collaborate with ITER;</p> <p>In response to requests from the Director-General (DG) and/or IO-DA Coordination Head, or proactively, informs the DG/ IO-DA Coordination Head of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.</p> <p>Supports efficiently the ITER Project management processes to have efficient and effect</p>
Main duties / Responsibilities	

Measures of effectiveness	<p>decision-making and implementation; Initiates, develops and contributes to the efficiency and effectiveness of all UIT meetings; Issues and records meeting minutes and other technical documentation and information on due time; Demonstrates flexibility in being able to respond to various requests in a highly professional manner.</p>
	Project Construction Phase

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Administration or nuclear/engineering fields
Level of experience	At least 7 years
Technical experience	A minimum of 7 years' experience in either a large nuclear (fusion or fission) project, nuclear, or similar technical environment;
	Experience in coordinating and organizing the work done by multiple contributors of different cultures;
	Experience in recording and editing the minutes of multi-party meetings;
	Project Management experience or skill is required; Experience with writing technical / scientific reports is desirable.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to effectively multi-task, Good planning and organisational skills
General skills	Clear and precise technical writing skills as well as excellent verbal communication skills;
	Excellent attention to detail;
	Capability to work autonomously with minimal oversight; Ability to make precise written and have verbal skills; Good English documentation and editing skills.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)