

# IO1269 Configuration Control Technician CIE-226

## General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division
Section	CIE/ PC/ Project Control Monitoring Section

## Job description

Main job	Project Management - Generalist
Title of the position	Configuration Control Technician CIE-226
Job family	Experienced Functional Support - 2
Grade	G4
Direct employment	Required
Purpose	To assist the Change Control Officer in the management of project changes and in the definition of related procedures and work instructions.
Main duties / Responsibilities	<p>Maintains and monitors data in the Project Change Management System (PCMS );</p> <p>Monitors the Project Change Request (PCR) implementation process (approval of documents under configuration control, Change Notice (CN) generation, updates of all related documents);</p> <p>Provides training, supports and guidance to Technical Responsible Officers (TROs) and other users for the execution of the Change Control process;</p> <p>Supports the Section leader in maintaining and enforcing the planning of PCRs lifecycle and supports the secretariat for the Change Control Board (CCB);</p> <p>Disseminates information and ensures that TROS and other stakeholders are aware of decisions taken;</p> <p>Provides support to the development of PCMS and helps in requirements definition and prioritization;</p> <p>Produces periodic reports and statistics on change control process;</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>
Measures of effectiveness	<p>Reports to Project Control Monitoring Section Leader;</p> <p>Acts as an interface with TRO's in other Directorates and Divisions and with the Domestic Agencies;</p> <p>In response to requests from the Director-General and/or Director of Central Integration &amp; Engineering (CIE) Directorate or proactively, informs the DG/Director of CIE Directorate 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> <p>Ensures efficient implementation of the change control procedures and related activities;</p> <p>Produces timely accurate reports on change control process;</p> <p>Contributes to establish a collaborative working environment with ITER Organization staff and Domestic Agency members.</p>
	Project Construction Phase

## Applicant criteria

Level of study	Bachelor or higher degree
Diploma	System Engineering or relevant discipline
Level of experience	At least 5 years
	Experience in project management, configuration control or Quality Assurance related activities;

Technical experience	Experience with the preparation of procedures in the areas of design control, procurement management, schedule and cost control; Experience of work in large multinational projects:
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 write clear and concise reports and procedures in English.
Languages	English (Working)
Others	Excellent knowledge of basic micro-soft office applications; Good experience with working with databases.