

IO1566 Verification Process Administrator - CIO-007

General information

Job category	Standard
Status	Published
Department	CIO/ Central Integration Office
Division	CIO / Configuration Management Section/Division

Job description

Main job	Engineering - Mechanics
Title of the position	Verification Process Administrator - CIO-007
Job family	Coordinating Technician
Grade	G5
Direct employment	Not required
Purpose	<p>To perform a first level of control of the Baseline documentation and contribute to the verification and design review processes within the Configuration Management Section / Division (CMD). To support the Configuration Manager in the configuration status accounting and verification.</p> <p>Prepares the execution plans for design review, and design verification, integrated design verification and design validation; Supports the implementation of the design review and design verification/validation processes by collaborating with the technical staff in providing evidence of compliance of their deliverables with their specification; Supports the preparation and execution of configuration status accounting and configuration verification/validation ensuring that at the different stages the objectives of the verification/validation plans are achieved; Drafts, maintains and updates the required procedures, templates and work instructions in order to train and support the Technical Responsible Officers (TROs) and other stakeholders; Contributes to the verification/validation status accounting as well as the development and improvement of the database and tools to support it; Administrates the databases, control the access rights and supports the usability of the tools with the creation of How-to's, templates and guidelines; Produces regular reports and develops dashboards for various meetings and committees; Maintains the records related to the implementation, control and improvement of the design review and design verification/validation processes; Supports TROs and system engineers in the provision of input package documents and their verification/validation (review of Propagation and Compliance Matrices); Makes a first level review of the quality and compliance with the procedure of the documentation produced; Drafts common processes between ITER Organization and Domestic Agencies; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Main duties / Responsibilities	<p>Reports to the Configuration Management Section / Division Head; Interfaces with all involved departments and divisions in addition to the ITER Quality Assurance & Assessment Division; Maintains frequent communication with the other ITER departments and ITER domestic agencies for all matters within his/her scope of responsibilities; In response to requests from the Director-General and/or Central Integration Office (CIO) Head , or proactively, informs the DG/ CIO Head 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.</p> <p>Adherence to the Project schedule;</p>

Measures of effectiveness	<p>Accurate and well controlled design review and verification plan; Timely reporting on all issues concerning the execution of the plans; Effective support to technical staff in the use of the tools and high users' acceptance; Effective communication and interactions with the ITER team members to ensure the proper management of the verification process.</p>
	Project Construction Phase

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Syst. or nuclear engineering/mechanical/process
Level of experience	At least 7 years
Technical experience/knowledge	<p>At least 7 years' experience in execution and managing of engineering activities; At least 2 years' experience in design control or Quality Assurance related activities Experience with the preparation of procedures in the areas of design control and design verification; Experience in implementing the verification and validation process through the entire life-cycle Experience of work in large multinational projects.</p>
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 (Fluent)
Others	<p>Excellent knowledge of basic micro-soft office applications; Good experience working with databases.</p>