

Job Title: CAD Administrator IO0967

Req ID **1400** - Posted **10/07/2020** - (France, 13067 St Paul Lez Durance Cedex) - **Engineering of Systems - Extended Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

Application deadline: 23/08/2020

Domain: Engineering

Division: Design Office

Section: CAD Infrastructure

Job Family: Project Engineering

Job Role: Engineer - 1

Job Grade: P2

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

As a CAD Administrator, you will take a leading role in the software implementation, administration and interfacing of the AVEVA suite (E3D, Diagram & Engineering) with other project software (PLM, construction software etc.).

You also will define methodologies and set up processes to be used by technical and construction units and subsequently partner with all stakeholders to ensure effective delivery, implementation and utilization.

Background

AVEVA is a CAD plant software used on the ITER Project for all systems development (piping, HVAC etc.). Most of the admin task on the AVEVA suite will be to prepare the suite for operations and maintenance phase of the project. In addition to supporting around 60-80 users which is always increasing.

Major Duties/Roles & Responsibilities

- Develops, implements and maintains the AVEVA suite (3D, Diagrams and Engineering and related CAD DB) for multi-disciplinary design production including construction requirements;
- Implements the supplier/environment packages for AVEVA including catalogues;

- Sets up the software for the number of users and sites by providing user access rights & support, and manages user training/certification including at remote sites;
- Develops, implements and maintains processes, methods and software set-up to ensure automated and high quality mapping between PNI and CAD catalogues for the Construction tools (SP-Mat and CAD) by developing standardized CAD catalogues based on system specifications' (e.g. piping spec., support spec.);
- Interfaces with software publishers for software maintenance and bug fixing (incl. testing), specialists for hardware infrastructure and database aspects set-up (IT);
- Manages contracts & task orders with contractors (software publishers, integrators & supports, catalogue producers...) and the associated workflows with users (ticket authorization & validation...);
- Develops and maintains QA documents for software administration, CAD data structuring, user training and certification;
- Proposes improvements on efficiency & quality of the present CAD Infrastructure;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

Measure of Effectiveness

- Proposes quality solutions and sets up the CAD administration as per the requirements of the IO, within the defined schedule and cost;
- Efficiently manages the use of the AVEVA Applications at the IO and stakeholders, ensuring that high quality is maintained at all times;
- Ensures that the CAD plant infrastructure is properly used by both IO and non-IO users;
- Manages the implementation of an efficient PNI – CAD tool link;
- Manages the use of resources with regards to the schedule & cost containment;
- Provides quality checking tools and methods to ensure the multi-CAD exchanges are reliable between AVEVA and CATIA for the CAD design context and the integration of CAD data with other project software (e.g. Smart Plant, PLM, SAP).

Experience & Profile

- **Professional Experience:**
 - At least 5 years' experience in the role/job function of a CAD software administrator and field of large construction projects (nuclear experience would be of advantage).
- **Education:**
 - Master or equivalent in Process and/or Computer-Aided Design, IT, Computer Science field or other relevant discipline;
 - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Technical Competencies in:**
 - AVEVA software administration in a multi-CAD environment & multi-location CAD architecture in large and complex projects;
 - Plant Design / CAD Methodology Office in a multi-disciplinary (circuits & buildings, supports, penetrations and complex interfaces) project and preferably performed in a remote design collaboration environment;

- Engineering and construction activities, preferably in fusion and/or nuclear energy, involving article management with a dedicated software (preferably Smart Plant);
- Project Management experience is required including supervision capabilities to CAD users and support team members (IO and external) on software usage, methods and best industrial practices;
- CATIA and/or Smart Plant would be an advantage;
- Smart Plant Materials (SP-Mat) knowledge would be beneficial;
- Demonstrated ability to produce high quality results which have stood the test of being manufactured, validated, installed and commissioned successfully.
- ***Behavioral Competencies:***
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
 - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
 - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
 - Manage Complexity: Ability to gather multiple and diverse sources of information to define problems accurately before moving to proposals;
 - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

The following important information shall apply to all jobs at ITER Organization:

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.