

## **Annex to letter Ref: 6740-FR-L**

### **1. HEAD OF OFFICE**

The Office of the EFDA Associate Leader for JET is in charge of the management of scientific publications, Public Information as well as Public Relations. The Senior Officer of the Office of the EFDA Associate Leader is in charge of:

- Publications:
  - organisation of publication clearance process and publication data base, with support from UKAEA Publication and graphics office,
  - enforcement of the EFDA publication rules
- Organisation of scientific communication:
  - on the web pages
  - and for conferences
    - ♦ preparation of conferences ( participation, paper selections, rehearsals, posters)
    - ♦ proposition for a mid-term policy for conferences in contact with Programme Department
  - publication of the quarterly JET bulletin and contribution to the EFDA news letter
- Public Relations and Public Information:
  - Organisation of EFDA JET Public Relation and Public Information events, including the EIROFORUM initiatives, in co-operation with EFDA CSU Garching
  - Organisation of visits to JET in co-operation with the UKAEA Public Relation Office at Culham
  - Management of Public and Users JET Web sites
- Supervision of requirements in computing and in remote participation equipment for CSU and Task Force Leaders
- Assisting, within his field of responsibilities, the EFDA Associate Leader for JET in reporting and presentations to the various Committees
- Managing the Office of the EFDA Associate Leader for JET which comprises 2 Responsible Officers (one for Web and Public Relations activities and one Scientific Assistant) and a secretary.

**DATE OF VACANCY: IMMEDIATE – APPLICATION REQUESTED BY 15<sup>TH</sup> SEPTEMBER 2009**

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## **2. OPERATION & ENHANCEMENT DEPARTMENT**

The staff in this Department is responsible for Operation and Enhancement related issues dedicated to them in their specific Groups and report to their Group Leader.

### **2.1 Group Leader for Auxiliary Systems:**

The Auxiliary Systems Group is responsible for monitoring operation and enhancements to JET auxiliary (ex-vessel) systems including heating and current drive systems, power supplies and pellet fuelling systems. Diagnostics systems are not included, being the responsibility of the Diagnostics & CODAS Group.

The responsibilities of the Operation and Enhancement Department (O&ED) Group Leader in his area of responsibility are to:

- Ensure, in collaboration with the Operator, that the JET systems achieve their technical performance.
- Propose and check the implementation of specific measures to improve the availability and reliability of the JET systems.
- Define, in collaboration with the Operator and the Programme Department, the operation and restart targets and check their implementation.
- Define, in collaboration with the Operator, the maintenance and refurbishment activities and check their implementation.
- Define, in collaboration with the Operator, the JET Test Bed activities and check their implementation.
- Yearly elaborate the JET Operation Implementation Document.
- Ensure, in liaison with the Project Leaders, that the Article 7 contracts are properly executed.
- Ensure that the contracts between the Commission and the Associations are placed in due time and the contractual documents are managed (performance in respect to technical, budgetary and planning issues).
- Prepare the reporting to the managerial boards.
- Assist the Head of the Operation and Enhancement Department in the reporting to the EFDA committees. Manage the activities of his group and allocate tasks to the officers in the Group to ensure the achievement of the goal of the group.
- Interact with the Operator and other Group Leaders as appropriate.

An Operation and Enhancement group Leader will have to use management abilities on technological project, demonstrate human skills, facilitate solution making process, and have a good understanding of contractual issues.

Experience in project management of High Tech environment and good practice of QMS will be considered as important elements. A senior research/technical experience in the field is necessary.

The Group Leader reports to the Head of the Operation and Enhancements Department.

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## 2.2 Responsible Officer for Operation & Enhancement Department

This position is for a Responsible Officer in the Torus & Active Operation Group. The group is responsible for monitoring on-going enhancements related to in-vessel systems, for initiating and developing new enhancement projects for in-vessel systems as well as for managing the JET Fusion Technology Work Programme, in collaboration with the JET FT Task Force Leaders. Particular emphasis in the group is presently the contract management and monitoring of the ITER-like Wall Project.

The Officer will have the following responsibilities:

- Monitor the activities related to the ITER-like Wall Project and of the JET EP2 shutdown.
- Assist the Group Leader in proposing specific measures to deal with issues arising during the procurement and installation of the ITER-like wall.
- Other duties with regard to JET in-vessel systems as defined by the Group Leader.

A Responsible Officer will have to use technical and scientific abilities, human skills, be able to help resolving difficult issues when they arise and understand contractual issues. An experience in project management is an important element. They have to be flexible to evolve in a complex environment with many actors with different perspectives.

The Responsible Officer reports to the Leader of the Torus & Active Operation Group.

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## 2.3 Responsible Officer for Operation & Enhancement Department

This position is for a Responsible Officer in the Plasma Operation Group. The group is responsible for optimising, in collaboration with the Operator and the Programme Department, the execution of the experimental programme defined by the JET Programme Execution Committee, participating in experimental sessions during campaigns and restart (plus the related preparatory work), preparing the restart activities during shutdown, especially in view of the installation of the ITER-like wall, and supervising scientific activities in the area of plasma control.

The Officer will have the following operation-related responsibilities:

- Monitor the activities related to the operation of machine subsystems and most particularly the heating and fuelling systems.
- Assist the Group Leader in proposing specific measures to improve the availability and reliability of the JET operation as well as monitoring their implementation.
- Assist the Group Leader in defining, in collaboration with the Operator and the Programme Department, the operation and restart targets and check their implementation.
- Participate in collaboration with the operator at the definition of JET operation with the new ITER-like wall.
- Support the execution of the JET restart, high level commissioning and experimental campaigns in the role of session leader.

A Responsible Officer will have to use technical and scientific abilities, human skills, be able to help resolving difficult issues when they arise and understand contractual issues. An experience in project management is an important element. They have to be flexible to evolve in a complex environment with many actors with different perspectives.

The Responsible Officer reports to the Leader of the Plasma Operation Group.

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