

TITLE: Cooling Water Project Specialist		CEP - 052
REPORTS TO LINE MANAGER: Leader of the Cooling Water System Section, Plant Engineering Division, Central Engineering and Plant Support Department		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G4-G5
Date Written: July 2008	Date Revised:	Date Revised:

Purpose:

- To work with Cooling Water System Section Leader to develop Cooling Water System workload budgeting, scheduling and project reporting systems and process;
- To support development of cost estimates and schedules in Primavera working with the Project Office resulting in a resource-loaded schedule for all Cooling Water System Components;
- To track and maintain progress on the resource load plan. To analyze monthly data and make project leader and/or project engineers aware of discrepancies and deviations from the planning base;
- To assist Cooling Water Section Leader in coordinating development of Procurement Arrangements with Domestic Agencies (DAs) (i.e., US and IN).

Major Duties / Responsibilities:

- Acts as a Project Specialist for Cooling Water System;
- Supports development of cost estimates and schedule for the CWS that will be funded under the "Fund";
- Coordinates schedules with Domestic Agencies (i.e., US and IN) by working with the ITER Project Office;
- Maintains schedule and tracks progress;
- Analyzes project management information resulting in the identification of discrepancies and deviations from planned progress;
- Supports Cooling Water System Section Leader and System Engineers to ensure coordination of activities necessary to prepare the Procurement Arrangement;
- Supports Cooling Water System Section Leader and System Engineers to ensure these complex conventional systems are designed, fabricated, shipped and installed on schedule;
- Implements general support and coordination of in-kind procurement and contracts with suppliers;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:** Bachelor of Science degree in a technical management field or equivalent.
- **Experience:** 5 years' experience in developing and tracking schedules (e.g., Primavera Enterprise), cost estimating and reporting;
- Ability to work effectively in a multicultural environment;
- **Language requirements:** Very good command of English, both spoken and written.

Work Direction and Interfaces:

- Reports to the Cooling Water System Section Leader;
- Close co-operation with the Project Office and good understanding of the schedule and cost requirements, and design of CWS.

Authority/Approval Levels:

Has authority and approval levels generally defined by the Cooling Water System Section Leader for his/her scope of work.

Measures of Effectiveness:

- Successfully develops the CWS baseline schedule and cost in coordination with the Project Office and the DAs;
- CWS Group priorities are based on detailed schedule information and work plans;
- Successfully develops and uses supplemental plans and schedules to support complex interactions and activities;
- Successfully communicates and collaborates with other Domestic Agencies and organizations that collaborate with the ITER Organization;
- Successfully completes the tasks assigned under "Main Duties /Responsibilities" above.