

TITLE: Project Coordination Officer		CEP-054
REPORTS TO LINE MANAGER: DDG of the Department of Central Engineering and Plant Support		
GRADE: G5-G6		
Date Written: July 2007	Date Revised:	Date Revised:

Purpose:

Develop and monitor the department budget, schedule and project reporting systems and process. Develop cost estimates and schedules inputs for the ITER Project Office resulting in a resource loaded schedule for all systems under the responsibility of the Central Engineering and Plant Support department. Track and maintain progress on the resource load plan. Coordinate the exchange of project management information with the other ITER Departments and Offices. Communicate technical needs to the Head of divisions and offices belonging to the Central Engineering and Plant Support department.

Major Duties / Responsibilities:

- Act as a Project Coordination Officer for Central Engineering and Plant Support department.
- Develop and monitor the overall Central Engineering and Plant Support department schedule and resources for the ITER project, including construction, commissioning and operation.
- Monitor the interfaces between the different fields for which the Central Engineering and Plant Support department is responsible.
- Prepare monthly project control reports on the Central Engineering and Plant Support department activities.
- Support Central Engineering and Plant Support DDG to ensure coordination of activities necessary to prepare the Procurement Arrangement.
- Support Central Engineering and Plant Support DDG to ensure these complex conventional systems are designed, fabricated, shipped and installed on schedule
- Support Central Engineering and Plant Support DDG in the preparation of in-kind procurement and contracts with suppliers.
- Support Central Engineering and Plant Support DDG to manage the project's QA and Safety program related to the Central Engineering and Plant Support department.
- Shows strong commitment to the ITER safety program and enforces it through individual behaviour in the Central Engineering and Plant Support department.

Qualifications required:

- University degree in a technical or business management field.
- 10 years experience in developing and tracking schedules (e.g., Primavera Enterprise), cost estimating and reporting equivalent.
- Experience in planning effort in international science and plant engineering, preferably nuclear projects
- Ability to distinguish essential issues from non-critical ones
- Sound understanding of plant engineering, science and technology, preferably with knowledge of R&D and fusion.
- Ability to quickly draft reports and spreadsheets.
- Ability to work independently with minimal supervision
- Ability to work effectively in a multi-cultural environment.
- Collaborative and positive personality.
- Very good command of English, both spoken and written.

Work Direction and Interfaces:

Report to the DDG of the Central Engineering and Plant Support department. Interface with all other ITER Departments/Offices, the divisions of the Central Engineering and Plant Support department as well as the Domestic Agencies.

Authority/Approval Levels:

Has authority and approval levels generally defined by the DDG for his/her scope of work.

Measures of Effectiveness:

Successfully develop and monitor the Central Engineering and Plant Support department baseline schedule and cost in coordination with the Project Management Office and the DA/PT's.

Successfully develop the required project control documents.

Successfully support the Central Engineering and Plant Support DDG in the implementation of the project's QA and Safety program.