

TITLE: SENIOR PLANNING & SCHEDULING OFFICER Project Office/Project Management		PRO-008
REPORTS TO LINE MANAGER: Section Leader Project Management Section		
DIRECT EMPLOYMENT: Not required		GRADE RANGE: P2-P3
DATE WRITTEN: October 2006	DATE REVISED: May 2007	DATE REVISED:

Purpose:

Assist in the coordination of interfaces between the Project Office and the different stakeholders, both internal and external with an emphasis on planning and scheduling. Lead the Planning & Scheduling effort within the Project Office to develop detailed schedules for IO and funding activities (i.e. R&D, design, procurement, construction, installation and commissioning)

Major Duties and Responsibilities:

- Oversee the overall planning for the ITER project, including construction, commissioning and operation.
- Ensure the interfaces between the different fields for which the section is responsible.
- Assist the Section Leader in the coordination of the interfaces between the ITER Project Office, the Field Teams and the technical departments within the ITER Organization with regard to planning and schedule.
- Assist in the specification, development and implementation of necessary software for project management, including planning and scheduling.
- Assist in the development of the Integrated Project Schedule for the overall schedule management of the project using Primavera V5.
- Develop tools for reporting on planning status to the ITER Management.
- Assist in the development of the planning system between the IO and the Domestic Agencies.
- Review and modify, together with the other Project Coordinators and Technical Officers within the section, ad-hoc status and progress reports for submission to the ITER Management.
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications and Experience:

- Expertise in the organization of international science projects.
- Proven experience in large construction projects.
- Expertise in the development and implementation of planning software. In-depth knowledge of Primavera V5, P3 and/or P3E will be considered an advantage.
- Excellent command of the English language, both written and spoken.
- Ability to work effectively in a multi-cultural environment.
- Excellent communication and negotiation skills.

Work Direction and Interfaces:

Reports to the Project Management Section Leader within the Project Office. Interfaces with all other departments and divisions as well as Field Team and Domestic Agencies staff.

Authority/Approval Levels:

Has authority and approval levels as defined by the Head of Project Office.

Measures of Effectiveness:

Successfully contributes to the organization of the Project Management section of the Project Office, and to execution of the duties and responsibilities of the Project Office.