

TITLE: Senior Planning & Scheduling Officer		PRO 010
REPORTS TO LINE MANAGER: Head of Project Management Section, Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3 ~P4
DATE WRITTEN: October 10, 2006	DATE REVISED: December 6, 2006	DATE REVISED:

Purpose:

Senior Planning & Scheduling Officer in the Project Management Section within the Project Office.

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. To lead the Planning & Scheduling effort within the Project Office in developing detailed schedules for IO and Fund activities (i.e. R&D, Design, Procurement, Construction, Installation and Commissioning)

Major Duties and Responsibilities:

- Oversees the overall planning for the ITER project, including construction, commissioning and operation.
- Guarantee 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 & schedule.
- Develop the project WBS and WBS dictionary.
- Lead the development of detailed schedule logic for Design, Safety & Licensing, Construction, Installation and Commissioning activities.
- Work with the various IO departments and assist with the coordination of their respective planning efforts.
- Review and modify together with the other Project Coordinators and Technical Officers within the section ad-hoc status and progress reports for submission to Management.

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.
- 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:

Have 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.