

TITLE: Senior Project Coordinator		PRO 030
REPORTS TO LINE MANAGER: Head of Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P4 ~P5
DATE WRITTEN: October 10, 2006	DATE REVISED: December 6, 2006	DATE REVISED:

Purpose:

Supports the head of the project office in all activities associated to assessment of overall reliability and maintainability of the machine, preparation of the ITER integrated commissioning and operation, and preparation of all groups for the start up..

Major Duties/Responsibilities:

- Supports the Head of the Project office in all matters relating to the ITER project.
- Analysis and implementation for Reliability, Availability, Maintainability and Integration (RAMI) constraints.
- Implementation of standards for RAMI.
- Coordinate the definition of the Diagnostics implementation plan, prioritization and application for start up procedures.
- Development of test plans and integration with the installation sequence.
- Preparation of all systems and groups for subsequent start up of plants and subsystems.
- Definition and integration of remote handling processes and programs before and during operations.
- Participates in planning, recruiting, and selecting project staff.
- Leadership for relevant programs to be executed by the project office.
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Shows strong commitment to the ITER safety program and enforces it through individual behavior and in his organization.

Qualifications Required:

At least 10 years of professional experience, having reached a higher level of responsibilities in a major fusion related organization in the area of operation and/or maintenance. Outstanding ability and experience in heading larger groups and organizations. Proven management skills at the operational level. Ability to represent an international organization as ITER. Proven record of successful performance in managing and presenting subproject or task scope, cost, and schedule required. Excellent written and verbal communications skills required. Demonstrated ability to lead and manage a matrixed and interdisciplinary work team required.

Work Direction and Interfaces:

Reports to the head of the project office. Develops over an independent group responsible for testing and operation.

Authority/Approval Levels:

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

Measures of Effectiveness:

Successfully executes the ITER scope, cost and schedule for the ITER project as laid out in his duties and responsibilities. Successfully contributes to a team effort and the leadership provided by the project office. Successfully maintains effective communications with all organizations interfacing with ITER.