

<b>TITLE: Senior Officer for Project Management</b> Project Office /		PRO-031
<b>REPORTS TO LINE MANAGER:</b> Head of Project Office		
<b>DIRECT EMPLOYMENT:</b>		<b>GRADE RANGE:</b> P4-P5
<b>DATE WRITTEN:</b> October 2006	<b>DATE REVISED:</b> September 2007	<b>DATE REVISED:</b>

**Purpose:**

Professional senior staff member in the Project Office. Direct and coordinate the activities related to project management for which the Project Office is responsible. Assist in the coordination of managerial interfaces between the Project Office and the different stakeholders, both internal and external to the ITER Organization.

**Duties and Responsibilities:**

- In collaboration with the Project Office sections, direct the establishment of the Project Management Plan and the Project Plan for execution. Develop additional project management plans and documents, as required.
- Direct the definition and establishment of all Project Office procedures, including, but not limited to, project control and baseline management systems.
- Direct and coordinate the establishment of planning, project management, and project reporting systems for the Project Office, including the necessary software for project management. This will include:
  - the work and organisational breakdown structures
  - the detailed technical, cost and schedule baseline
  - cost estimating and management systems,
  - procurement management and integration
  - baseline, working, and development plans
  - Current status information for cost and schedule at the activity level
  - change and configuration control systems
  - a project management reporting system covering the project life-cycle
  - earned value management based on the ITER credit system
- Oversee and coordinate the configuration control of the ITER Project Plan based on controlled changes to scope, schedule, and cost, actual cost, and actual work progress.
- Establish and implement with the Project Management section the programmatic risk management procedures and risk management tools, including risk based cost contingency and schedule risk information, where appropriate. Oversee the development of mitigation plans as required.
- Assist in the coordination of the interfaces between the ITER Project Office and the Domestic Agencies with regard to planning, cost and risk management.
- Assist 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 work scope, schedules, cost and risk management.
- Maintains a strong commitment to the implementation and maintenance of ITER values and ethics.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety at work system

**Qualifications and Experience:**

- University Degree, preferably in a technical subject.
- Proven expertise in the organization of large scale international science projects.
- At least 10 years experience in one or more of the areas described above.

- Experience in risk management would be an advantage.
- Knowledge of magnetic fusion and ITER would be an advantage.
- Ability to work effectively in a multi-cultural environment.
- Fluent in English, both written and spoken. Knowledge of the host language (French) and/or some of the participating member languages would be an advantage.

**Work Direction and Interfaces:**

- Reports to the Head of the Project Office. Interfaces with all other departments and divisions as well as Field Team and Domestic Agencies staff.
- Required to supervise support staff and contracts.

**Authority/Approval Levels:**

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

**Measures of Effectiveness:**

Successfully contributes to the ITER Project Management responsibilities and contributes to the successful execution of the duties and responsibilities of the Project Office.