

TITLE: PLANNING OFFICER		TKM-060
REPORTS TO LINE MANAGER: DDG of Tokamak Department		
GRADE RANGE: G3-G4		
DATE WRITTEN: FEBRUARY 28, 2007	DATE REVISED: NOVEMBER 19, 2007	DATE REVISED:

Purposes:

- To provide Planning and Scheduling support for Tokamak department personnel.

Major Duties/Responsibilities:

- Assist with the overall planning & scheduling for the ITER Tokamak Department, including design, construction, commissioning and operation.
- Assist the development and implementation of necessary software for project management, including planning and scheduling.
- Support the development of Detail Project and System Schedules for the Tokamak Department using Primavera V5.
- Support the development of the project WBS and WBS dictionary.
- Support the development of an integrated planning system between the International Organization and Domestic Agencies.
- Participate in the review of the detailed procurement and construction schedules provided by the Domestic Agencies.
- Prepare regularly standard and ad-hoc status and progress reports to be used as input for other PM areas of competency or for submission to Management.

Qualifications and Experience:

- A minimum of 5 years experience with planning software, preferably in Primavera
- Experience in planning effort in international science, preferably nuclear projects
- Ability to work effectively in a multi-cultural environment.
- Good communication skills.
- Capability to recognize the essential issues from non critical items.
- Sound understanding of science and technology, preferably with knowledge of R&D and fusion.
- Ability to work independently with minimal supervision.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.
- Good communication skills and capability to work towards department goals with a high level of autonomy.
- Excellent active and passive knowledge of written and spoken English.

Work Direction and Interfaces:

- Reports to the ITER Tokamak DDG.
- Interacts on a daily basis with members of the ITER Tokamak Department as well as external organizations.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Provides efficient and high quality planning and scheduling service to Tokamak department members
- Establish a good collaboration attitude with all members of the Tokamak department.