

TITLE : Planning Officer		PRO-047
REPORTS TO LINE MANAGER : Section Leader Project Management Section / Senior Project Coordinator for Planning and Scheduling; The Project Office		
DIRECT EMPLOYMENT: REQUIRED		GRADE/RANGE / G4-G5
Date Written: February 2007	Date Revised: July 2008	Date Revised:

Purpose:

Planning Officer in the Project Management Section within the Project Office.
Provides support in the preparation and monitoring of Planning and Scheduling activities both within the ITER Organization and with the Domestic Agencies.

Major Duties/Responsibilities:

- Supports the development of the Integrated Project Schedule for the overall schedule management of the project using Primavera V5;
- Supports the development of an integrated planning system between the ITER Organization and Domestic Agencies;
- Participates in the review of the detailed procurement package schedules provided by the Domestic Agencies;
- Prepares regularly standard and ad-hoc status and progress reports to be used as input of other PM areas of competency or for submission to Management;
- Assists the Senior Project Coordinator for Planning & Scheduling in developing detailed schedule logic for Design, Safety & Licensing, Construction, Installation and Commissioning activities.
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and experience:

- **Education:** A first degree in a relevant technical subject is desirable;
- **Experience:** In planning effort in international science, preferably nuclear projects;
- Ability to work effectively in a multi-cultural environment;
- Good communication skills, both written and verbal;
- Ability to distinguish essential issues from non-critical ones;
- Sound understanding of science and technology, preferably with knowledge of R&D and fusion;
- Ability to work independently with minimal supervision.

Work Direction and Interfaces:

- Reports to the Senior Project Coordinator for Planning and Scheduling or the Project Management Section Leader with the Project Office.

Authority/Approval Levels:

This position has authority and approval levels as defined by the Head of Project Office for his/her scope of work.

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.