

TITLE: Project Planning and Programming Officer		PRO-057
REPORTS TO LINE MANAGER: Section Leader for Project Management Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3-P4
DATE WRITTEN: November 2007	DATE REVISED:	DATE REVISED:

Purpose:

- As a member of the Project Management Section of the Project Office, the candidate contributes to all the areas listed below and takes full responsibility for some of these areas.

Duties and Responsibilities:

- Develop and manage the elements necessary for establishing and implementing an Activity Based Management system for the ITER Organization;
- Prepare reports on the basis of the Activity Based Management System of the ITER Organization to the supervisory bodies (such as Council and Management Advisory Committee) and other stake holders;
- Contribute to the identification and analysis at the Organization level of key strategic challenges and the ways to realise the Organization's objectives;
- Coordinate the definition of indicators for the ITER Organization's Earned Value Management System;
- Provide support to management, departments and divisions in the performance of their planning and programming activities;
- Provide the ITER management with an overview of the status of the realisation of the objectives of the ITER Organization;
- Maintain a strong commitment to the implementation and communication of ITER goals and ethics;
- Maintain a strong commitment to the implementation and enforcement of the ITER safety-at-work system.

Qualifications and Experience:

- A University degree in a relevant technical or scientific subject is essential. A second degree (PhD) in a relevant technical or scientific subject would be an advantage;
- At least 5 years experience in the management of international science projects;
- Experience in Activity Based Management Systems;

- Experience in international nuclear research activities and knowledge of ITER would be an advantage;
- Ability to work effectively in a multi-cultural environment;
- Good skills in English. Knowledge of the host language (French) and/or some of the participating member languages would be an advantage.

Work Management structure and Interfaces:

- Reports to the Section Leader of the Project Management Section in the Project Office. Interfaces with all other departments and divisions.

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 implementing the ITER Activity Based management system and ensuring timely reporting to Council and subsidiary bodies.