

TITLE: Project Management Officer		PRO-064
REPORTS TO LINE MANAGER: Leader of Project Management Section, Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		Grade Range: P3-P4
DATE WRITTEN: July 2008	DATE REVISED:	DATE REVISED:

Purpose:

To prepare procurement arrangements established between the ITER Organization (IO) and the Domestic Agencies (DA) and to assist the technical officers in the monitoring of the procurement work executed by the DAs to implement the Procurement Arrangements.

Major Duties and Responsibilities:

- Develops a roadmap for the preparation of Procurement Arrangements optimizing the interfaces between the IO and DAs;
- Provides support to the technical departments and DAs in the preparation of Procurement Arrangements by 1) assessing consistency and coherence of technical specifications as part of overall procurement documentation; and 2) coordinating the input for the project management aspects of the Procurement Arrangements;
- Prepares and completes, in close interactions with the technical departments and DAs, the managerial requirements for conclusion of the Procurement Arrangements;
- Supervises the expediting of the supply chain of components through the DAs by establishing key performance metrics relating to supply chain planning and forecasting;
- Monitors and reports work progress, analyzes progress reports, measures actual performance against goals on a regular basis and presents results in reports; supports the change control process and amends documents as required;
- Evaluates, prepares and presents standard and ad-hoc status and progress reports for the IO management;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety-at-work system.

Qualifications and Experience:

- **Education:**
 - University degree, preferably in technical or business management;
- **Experience:**
 - Minimum 7 years' experience in supply chain management. Experience in international projects is essential;
 - Experience in procurements and project management in the industry (preferably nuclear) and/or large construction projects would be an advantage. Familiarity with EVM concepts would be considered an advantage;

- Ability to work in an environment without the need for detailed processes and procedures;
 - Excellent time management, communication and negotiation skills;
 - Excellent command of the English language, both spoken and written;
 - Good computer skills, usage of databases would be an advantage;
 - Excellent team player while capable of working independently;
 - Ability to work effectively in a multicultural environment.
- **Language requirements :**
 - Very high level of written and spoken English.

Work Direction and interfaces:

- Reports to the Project Management Section Leader within the Project Office;
- Interfaces with all other departments and divisions as well as the DA staff.

Authority/Approval Levels:

This position 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 organization of the Project Management Section of the Project Office and to the execution of the duties and responsibilities of the Project Office;
- Successfully implements and monitors progress of Procurement Arrangements between the ITER Organization and the Domestic Agencies.