

Planning Officer

PRO-068

Reports to Line Manager:	Planning & Scheduling Section Leader, Project Management Section, Project Office	Job Code:	PRO-068
Direct Employment:	Required	Grade:	G4

Purpose

To provide support in the preparation and monitoring of Planning and Scheduling activities both within the ITER Organization and with the Domestic Agencies.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Supports the development and integration of the detailed Work Breakdown Structure (WBS) schedules for the Domestic Agencies and ITER Organization using Primavera V5 program software;
- Supports the development and implementation of project controls and baseline management methodologies for project scope, schedule and cost;
- Participates in reviews of the detailed WBS schedules provided by the Domestic Agencies and ITER Responsible Officers;
- Regularly prepares standard and ad-hoc status and progress reports to be used as input for other Project Management competency areas or for submission to Management;
- Supports the development of an integrated project controls system between the ITER Organization and Domestic Agencies;
- Implements database management and systems integration for schedule and cost;
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 3-4 years of study after the High School Diploma, in a relevant technical field.
- **Technical experience:**
 - At least 8 years' experience in project planning control skills, and in the management and analysis of technical, schedule, resource and cost baselines in international science, preferably for nuclear projects;
 - Experience in database management and systems integration for schedule and cost data would be considered an advantage;
 - Sound understanding of science and technology, preferably with knowledge of R&D and fusion;
 - Sound understanding of planning & scheduling and project management principles.

- ***Social Skills:***
 - Ability to work independently with minimal supervision;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken).
- ***Computer and IT skills:***
 - Hands-on experience with critical path scheduling software, preferably Primavera Enterprise versions.

Direct Supervisor and Interfaces

- Reports to the Planning & Scheduling Section Leader.

Authority / Approval Levels

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

Measures of Effectiveness

- Successfully supports the preparation and monitoring of Planning and Scheduling activities within the ITER Organization and with the Domestic Agencies.