

## Planning Officer

PRO-069

<b>Reports to Line Manager:</b>	Planning & Scheduling Section Leader, Project Management Section, Project Office	<b>Job Code:</b>	PRO-069
<b>Direct Employment:</b>	Required	<b>Grade:</b>	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

ruussia

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**

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- Reports to the Planning & Scheduling Section Leader.

### **Authority / Approval Levels**

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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**

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