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JOB DETAIL

Ref. IO1081 - 3/15/2010

Project Controls Section Leader (PRO-084)

Main job	Generalist
Departments	PRO/Project Office
Job Family	Project support
Application Deadline	4/19/2010
Grade	P5
Direct employment	Not required
Supervised by:	Head of Office
Purpose	<p>Responsibility for management of ITER Organization (IO) project control activities, including the direct management of Project Office project controls managers (PCMs) and matrix management of an extended project management team including schedulers, cost estimators, risk analysts and project management systems personnel. The ITER Project Office also plays a major role in project management activities across the IO and ITER Domestic Agencies (DA), including the coordination of DA plans and schedules and the measurement of performance. The Project Controls Section provides primary management and support of these activities through the direct and matrixed management team. The ITER project uses an Earned Value Management System (EVMS) which integrates scope, schedule, and cost and measures performance against an agreed baseline.</p> <p>The principal activities of the Section include the development and management of work scope, schedules, cost estimates, and risk analyses, and other documents as required, for all Departments and Offices in the IO. The Section Leader also manages the development, collection, and reporting of project planning and performance information to control and plan lifecycle and current year work scope, and out-year work planning and funding requests. This includes management of work performed through IO staff, subcontractors, Domestic Agency (DA) staff under Task Agreements, and other mechanisms, as required.</p>
Main duties / Responsibilities	<ul style="list-style-type: none"> • Provides effective leadership for the Section by ensuring team members provide high quality project management support to the IO and DA project team; • Ensures work is performed in a safe, cost-effective, compliant, and quality manner that is fully responsive to the needs and requirements of the IO, the regulators, employees, and stakeholders; • Coordinates a group of Project Office-based planning and project control personnel through a matrix organization; • Establishes and maintains appropriate planning systems, fully integrated, appropriate for a large, technically complex, international nuclear construction project; • Optimizes the use of budgeted resources and minimizes resource requirements required for IO mission completion; • Develops, implements, and upholds the IO project control standards and procedures; • Works with the Department's Responsible Officers to develop and execute high quality work and budget plans, contracting and in-kind procurement strategies, and measure schedule and cost performance; • Coordinates Departmental procurement strategy and planning and assists Departmental efforts to develop and implement Procurement Arrangements and Task Agreements; • Manages the preparation activities for the Annual Plan and out-year budget calls; develops and maintains Department cost and schedule plans; • Ensures monthly project cost and schedule performance reporting is conducted in a timely, quality manner, including ITER Organization reviews, Domestic Agency reviews, and other ITER entities such as the Management Advisory Committee and the ITER Council;

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	<ul style="list-style-type: none"> • Maintains a strong commitment to implement the ITER Safety Program, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none"> • Leads the development and management of the ITER baseline in a quality manner on schedule and within budget. • Communicates Project Controls activities and ITER schedule and cost performance to the ITER Organization and Domestic Agency leadership and the Management Advisory Committee through clear, concise written and verbal communication. • Provides the required leadership in the management of personnel, including consistent communication of expectations, clear definition of requirements, and continuous feedback on performance
Level of study	Bachelor or Master/Engineer Degree
Level of experience	10 to 14 years
Project experience	10 to 15 years
People management experience	10 to 15 years
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team work Ability to communicate effectively
Specific skills	<ul style="list-style-type: none"> - Demonstrated experience in international work; multiple languages and expatriate experiences are highly beneficial; - Strong experience in project management of large construction and/or science projects; project experience in licensed nuclear facilities is a distinct benefit; - Candidate must demonstrate thorough knowledge of project management, planning, project controls, budgeting, performance reporting, and scheduling systems; credentials such as PMP and CCE are beneficial; - Demonstrated experience in managing a large, technically complex project using an EVMS; - Background in nuclear facilities and operations, especially in the areas of reactor design and engineering; knowledge and experience in fusion science and engineering and superconducting magnets is beneficial; - Demonstrated ability to develop and maintain knowledge of an organization's policies and procedures, particularly relating to project and program project control standards.
Languages	English (Fluent)

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