

Planning & Scheduling Officer

PRO-085

Reports to Line Manager:	Planning & Scheduling Section Leader, Project Management Division, Project Office	Job Code:	PRO-085
Direct Employment:	Not Required	Grade:	P3

Purpose

To direct and coordinate the Planning and Scheduling activities, including the integral logistic plan, both within the ITER Organization and with the Domestic Agencies.

Major Duties/Responsibilities

china

eu

india

japan

korea

ruissia

usa

- Develops and establishes the Detailed Work Breakdown Structure (WBS) Schedules and the integrated logistics plan for the Domestic Agencies (DA) and ITER Organization (IO) using Primavera V5;
- Reviews and assesses the Detailed WBS Schedules provided by the DAs and ITER Responsible Officers (RO);
- Regularly prepares standard and ad-hoc status and progress reports to be used as input for other project management areas of competency or for submission to the ITER Management;
- Develops an integrated planning system between the IO and DAs;
- Implements the database management and systems integration for schedule and cost data;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 4 years of study after the High School Diploma, in a relevant technical field.
- **Technical experience:**
 - At least 5 years' experience in the coordination and planning & scheduling of international science projects, preferably nuclear projects;
 - Experience in complex manufacturing, supply chain & logistics processes and systems in an international multi-agency environment;
 - Experience in dealing with supply chain/logistics management is considered an advantage;
 - Sound understanding of science and technology, preferably with knowledge of R&D and fusion;
- **Project experience:**
 - 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 Project Office for his/her scope of work.

Measures of Effectiveness

- Successfully contributes to the organization of the Project Management section within the Project Office and to the execution of the Project Office's duties and responsibilities.