

IO1257 Change Control Officer CIE-225

General information

Job category	Standard
Status	Draft
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division

Job description

Main job	Engineering - Control system
Title of the position	Change Control Officer CIE-225
Job family	Organizational Support Officer - 1
Grade	P2
Direct employment	Not required
Purpose	<p>To develop and manage processes and procedures concerning Change Control and to ensure that the impacts of changes on scope, cost and schedules are assessed and reviewed with all stakeholders and implemented timely in the ITER baseline.</p> <p>To ensure that Change Control policies and methodologies are effectively applied throughout the whole project, consistently with industry best practice and international standards.</p>
Main duties / Responsibilities	<p>Ensures that changes of project scope, cost, schedule baselines are processed and approved and implemented in a timely manner;</p> <p>Proactively interacts with the ITER stakeholders to ensure that the impacts of project changes are promptly communicated, assessed, reviewed, and endorsed;</p> <p>Prepares recommendations and reports for the Configuration Control Board chairperson and for the Management Advisory Committee on the status of changes, and impacts on the project cost and schedule;</p> <p>Supports the Section leader in the definition of metrics to assess the change control process and constantly seeks to improve the accuracy and effectiveness of the process;</p> <p>Ensures that Management and Quality Programme (MQP) is applied to the process and that changes to the baselines are only implemented when authorized;</p> <p>Develops working instructions and training program for Change Control procedure and related enabling tools;</p> <p>Organizes training on baseline change management procedures and tools to staff in the ITER Organization and Domestic Agencies;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the Project Control Operation Section Leader;</p> <p>Interfaces closely will all ITER Departments / Directorates to ensure timely and accurate reporting of the project performance;</p> <p>Interfaces with the ITER Domestic Agencies for all matters relating to change control;</p> <p>In response to requests from the Director-General and/or CIE Director of Directorate, or proactively, informs the DG/ CIE Director of Directorate of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Manages the change control process by ensuring that that change are processed timely with respect project needs;</p> <p>Respects the schedule for the reporting on project change status;</p> <p>Maintains effective communications within the ITER Organization and with all interfacing organizations.</p> <p>Project Construction Phase.</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering / Project Management
Level of experience	At least 5 years
	Experience in the management of projects and portfolios of large scientific and/or nuclear projects.
Technical experience	Excellent Project Management experience is required ideally through certification program; Demonstrated ability to coordinate the activities of teams in complex developmental projects; Experience in management of service contracts and associated resources.
	Capability to coordinate a small group of change control specialists.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Ability to negotiate effectively in the interest of the project and to seek for acceptable solution in case of conflicts; Ability to prepare concise and clear report in English.
Languages	English (Working)
Others	Proficiency in office software suite for the efficient and effective communication, study & analysis, report generation, presentation, etc.; Overall understanding of information systems generally being utilized for the management and control of large scale plant construction projects.