

IO1258 Schedule Integration Responsible Officer CIE-241

General information

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

Job description

Main job	Project Management - Scheduling
Title of the position	Schedule Integration Responsible Officer CIE-241
Job family	Organizational Support Domain Officer - 1
Grade	P4
Direct employment	Not required
Purpose	<p>To manage the schedule integration of the ITER Project, and, as such to coordinate the interfaces between the Project Controls Division and the different stakeholders, both internal and external on scheduling matters;</p> <p>To lead the Scheduling effort within the Project Controls Division in developing detailed schedules for the ITER Organization (IO) and its fund activities (i.e. R&D, Design, Procurement, Construction, Installation and Commissioning).</p> <p>Manages the overall schedule for the ITER project, including construction, commissioning and operation;</p> <p>Coordinates the interfaces between the Project Controls Division and the other stakeholders - directorates within the ITER Organization or Domestic Agencies - with regard to schedule activities;</p> <p>Works with the various IO Directorates and assists with the coordination of their respective planning efforts, in order to ensure effective overall schedule integration and optimized adherence of the Detailed Work Schedule to the Strategic management Plan;</p> <p>Coordinates the collection of detailed schedule data among the different stakeholders and coordinates the review of adherence to the baseline schedule; provides schedule inputs to the change control or the risk management process;</p>
Main duties / Responsibilities	<p>Develops and maintains the project Work Breakdown Structure (WBS) and WBS dictionary;</p> <p>Leads the development and manages the implementation processes of Detailed Worked Schedule (DWS) logic for Design, Safety & Licensing, Construction, Installation and Commissioning activities;</p> <p>Ensures ad-hoc status and progress reports on the ITER project schedule are issued for submission to Management in a timely and accurate manner, in collaboration with the other team members within the Division;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule (DWS) 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> <p>Reports to the Project Operation Section Leader;</p> <p>Acts as an interface between the Project Controls Division and the Divisions within the ITER Organization as well as Domestic Agencies with regard to planning & schedule;</p> <p>In response to requests from the Director-General and/or the Director of Central Integration & Engineering (CIE) Directorate, or proactively, informs the DG/ Director of CIE 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>
Measures of effectiveness	<p>Successfully contributes to integrate the schedule of the ITER Project;</p> <p>Makes improvement of DWS in line with the progress of activities;</p> <p>Contributes to the monitoring of the planning and scheduling activities on the project;</p> <p>Ensures accuracy and timeliness of information, reports and analysis of the DWS and the Schedule performance.</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Project Management
Level of experience	-----
Technical experience	Project Management experience is required; Expertise in the organization and management of international science projects, in particular in the planning and scheduling activities; Proven experience in large and complex construction projects.
Project experience	At least 10 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Excellent communication and negotiation skills;
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Expertise in the development and implementation of planning software such as Primavera.