

IO1319 Performance Analysis Officer FBM-110

General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for Finance, Budget & Management Systems
Section	FBM/ System Management Section

Job description

Main job	Business Administration - Generalist in Business Administration
Title of the position	Performance Analysis Officer FBM-110
Job family	Functional Officer - 1
Grade	P2
Direct employment	Not required
Purpose	<p>To support the System Management Section (SMS) section's organizational performance improvement mission by providing analysis and evidence of current process performance and the impact of improvement activity.</p> <p>Analyzes processes using relevant methodologies (survey, audits, reporting, etc.), identifying key areas for improvement to support Project delivery;</p> <p>Produces reports and presentations as required, in particular for delivery to the SMS Section Leader, the Organizational Efficiency Steering Committee, and the ITER High Level Coordination Team;</p> <p>Develops process efficiency and effectiveness measures with Key Performance Indicators (KPI) for ITER Organization (IO) critical processes in collaboration with Technical Directorates and Quality Assurance Division;</p> <p>Coordinates the ITER Organizations Management Assessment response action plan;</p> <p>Works with other IO groups as necessary to develop automated reports on process efficiency and effectiveness;</p> <p>Establishes business networks with external organizations to support performance improvement;</p> <p>Produces and maintains SMS documentation developed as part of the IO Management and Quality Program system;</p> <p>Manage the successful delivery of SMS improvement projects through the organizationally named responsible persons, providing reports as necessary;</p> <p>Provides cost estimates of productivity gains achieved by the improvement program;</p> <p>Contributes to the positive team behaviors of the Section, and support SMS's strong service orientated working model;</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> <p>Reports to System Management Section Leader;</p> <p>Interacts with Responsible Officers or process Owners;</p> <p>Acts as an interface between SMS and all organizational units of the IO, and senior DA managers;</p> <p>In response to requests from the Director-General and/or Directorate for Finance Budget and Management Systems, or proactively, informs the DG/ Directorate for Finance Budget and Management Systems 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>
Main duties / Responsibilities	
Measures of effectiveness	<p>Identifies where KPI are necessary based on collation and analysis of available information and personal experience;</p> <p>Support Responsible Officers or Process Owners to make specification for automated reports for key process measures;</p> <p>Produces reports on current process efficiency and effectiveness by the date established by the Systems Management Section Leader;</p>

Produces, maintains and reports against project plans;
 Develops and maintains a network of external contacts on performance improvement;
 Maintains good working relationships with IO and DA colleagues.

Project Construction Phase

Applicant criteria

Level of study	Master or higher degree
Diploma	Economics, science or engineering
Level of experience	At least 5 years
Technical experience	Relevant experience in Construction, Project Controls, Organizational Performance improvement or Quality Management Systems fields; Cost Estimating experience; Root cause analysis methodologies experience; Project management experience leading diverse delivery teams; Construction and Commercial Business experience essential.
Project experience	1 to 2 years
General skills	Strong influencing skills; Strong verbal, written and listening skills; Ability to work effectively in a multi-cultural environment; Ability to work in a team and to promote team work.
Languages	English (Working)
Others	MS Word, Outlook, Strong skills in MS Project and MS Excel. Experience using earned value management tool, SAP and other project management software considered as an advantage. Accreditation in cost engineering is considered as an advantage.