

JOB DETAIL

Ref. IO1444 - 10/31/2014

Scheduler TCWS-020

Main job	Scheduling
Department	DIP/Directorate for Plant System Engineering
Division	PSE/Plant Engineering Division
Section	PSE/ PED/ Cooling Water System Section
Job Family	Technician - 2
Application Deadline	01/04/2015
Grade	G3
Direct employment	Required
Purpose	[Job offer for 3 year contract]

To support the Cooling Water System (CWS) Section project scheduling activities.

Supports the CWS Section in preparing the Detailed Work Schedule (DWS), the Annual Work Plan (AWP), the specific plans for the Final Design of Tokamak Cooling Water Systems (TCWS) and the Procurement and Preassembly of the TCWS piping;

Main duties / Responsibilities	<p>Prepares & updates the resources loading in TCWS as associated to the time schedule of the relevant activities. Prepares and updates the time schedule for the production of the documents with the associated resources for the TCWS activities.</p> <p>Prepares & updates the time schedule for the TCWS project plan.</p> <p>Prepares & updates time schedule for the construction sequence of TCWS selected the proper construction technology for TCWS;</p> <p>Supports the CWS Section for the preparation of the monthly schedule performance report associated with the Arrangements for the Final Design of TCWS & the Procurement & Preassembly of the TCWS piping;</p> <p>Supports the CWS Section for the preparation of the monthly schedule for the Project Performance Report (PPR);</p> <p>Contributes to the risk analysis & associated mitigation strategy for the TCWS design & procurement;</p> <p>Collaborates to monitor the time schedules prepared by the Domestic Agencies, contractors & suppliers to ensure conformance with Detailed Work Schedule (DWS) & Annual Work Plan (AWP) milestones;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule (DWS) & the Strategic Management Plan (SMP);</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 & ethics.</p>
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Reports to the Cooling Water System Section Leader;

Acts as an interface with other internal & external resources for the final design, the procurements, the pre-assembly & the installation of the TCWS;

In response to requests from the Director-General and/or Plant System Engineering (PSE) Directorate Director, or proactively, informs the DG/PSE Directorate Director of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.

Measures of effectiveness	<p>Provides time scheduling and resource loading supports for the TCWS activities in an efficient and timely manner;</p> <p>Provides support to prepare the DWS and the AWP in timely manner;</p> <p>Provides monthly schedule performance reports in timely manner.</p>
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	Project Construction Phase
Level of study	At least Post-Secondary Degree or equivalent
Diploma	Management Engineering field or equivalent
Level of experience	At least 3 years
Technical experience	3 years' experience in time scheduling of complex systems and projects; Experience for the preparation of complex work plan and resource lading; Experience working with data base and or documents for system design, procurement and fabrication; Experience for the preparation of periodic schedule performance reports.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) Primavera
Languages	English (Working)

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