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JOB DETAIL

Ref. IO1533 - 2/17/2015

Project Analyst TCWS-027

Main job	Scheduling
Department	DIP/Directorate for Plant System Engineering
Division	PSE/Plant Engineering Division
Section	PSE/ PED/ Cooling Water System Section
Job Family	Coordinating Technician
Application Deadline	03/11/2015
Grade	G5
Direct employment	Required
Purpose	[Job offer for 3 year contract]
	<p>To contribute to increasing the effectiveness of Tokamak Cooling Water System (TCWS) team and the efficiency by planning, developing, and administering activities and policies;</p> <p>To cover several broad functional fields and/or key contracts by analyzing areas of concern and presenting feasible alternatives and recommendations based on thorough research and analyses;</p> <p>To contribute to the successful construction of the TCWS piping subsystem;</p> <p>To assist in the overall Project Management aspects of the TCWS project.</p> <p>Collects, compiles, assembles, and analyzes data for financial and technical documents;</p>
Main duties / Responsibilities	<p>Supports the evaluation of and advice on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation;</p> <p>Supports the TCWS Project Manager 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;</p> <p>Prepares and updates the resources loading in TCWS as associated to the time schedule of the relevant activities;</p> <p>Formulates budget and cost estimates to support plans, programs, and activities;</p> <p>Evaluates and analyzes various tenders and makes recommendations for contract awards;</p> <p>Assists in the evaluation of various engineering contracts and monitors their performance;</p> <p>Analyzes and offers recommendations concerning the costs and benefits of alternative methods;</p> <p>Analyzes and evaluates (on a quantitative and/or qualitative basis) risk and proposes risk management strategies;</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 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>Direct Supervisor and Interfaces</p> <p>Under the supervision of the TCWS Project Manager, reports to the Cooling Water System Section Leader;</p> <p>Acts as an interface with other internal and external resources for the design of the Cooling Water System</p>

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	<p>components;</p> <p>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 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>Ensures an effective follow-up and monitoring of schedule &amp; cost management activities of the centralized piping system;</p> <p>Implements project management techniques/methods for the monitoring of the centralized piping system;</p> <p>Develops regular reports within requested schedule;</p> <p>Contributes to developing and maintaining project plans, milestones, change control and risk plans.</p>
	Project Construction Phase
Level of study	Bachelor or equivalent degree
Diploma	Business Admin, Project/Construction Management
Level of experience	At least 7 years
Technical experience	<p>At least 7 years' experience in the project management of the construction of a large program preferably in an international environment;</p> <p>Experience preparing PowerPoint presentations and technical documents;</p> <p>Experience for the preparation of complex work plan and resource loading and Earned Value Management is an advantage;</p> <p>Basic experience in analyzing data, drafting memoranda and technical papers, and contributing to procurement procedures for construction contracts;</p> <p>First Project Management experience, including cost estimating, earned value, and risk management is required.</p>
Project experience	1 to 2 years
Social skills	<p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p> <p>Ability to communicate effectively</p> <p>Proactive</p> <p>Ability to effectively multi-task</p> <p>Good planning and organisational skills</p>
Specific skills	<p>MS Office standard (Word, Excel, PowerPoint, Outlook)</p> <p>Primavera</p> <p>Sharepoint</p>
General skills	<p>Ability to work autonomously with minimal supervision.</p> <p>Diploma/Know-how:</p> <p>Basic knowledge of financial and budgeting practices, preferably in a large organization;</p> <p>Basic knowledge of construction management, contract management, cost estimation, and scheduling is an advantage;</p> <p>Project Management Professional credential is considered a distinct advantage.</p> <p>Computer and IT skills:</p> <p>Experience using Document Control and SharePoint software is appreciated;</p> <p>Good knowledge of PRIMAVERA software shall be a requirement.</p>
Languages	English (Working)