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## JOB DETAIL

Ref. IO1601 - 11/27/2015

### CAD Production & Control Engineer - CIO-034

<b>Main job</b>	Generalist
<b>Department</b>	CIO/ Central Integration Office
<b>Division</b>	CIO / Design Office Division
<b>Job Family</b>	Engineer - 1
<b>Application Deadline (MM/DD/YYYY)</b>	01/03/2016
<b>Grade</b>	P2
<b>Direct employment</b>	Not required
<b>Purpose</b>	[Job offer for 3-year contract]

To control the production of CAD Core Team, Outsourced Packages & others;  
To integrate monitor and report data (Input and outputs) from the different Plant Breakdown Structure (PBSs) and outsourced services related to CAD activities;  
To interface with the Finance and Procurement Department (FPD);  
To administrate specific IT tools and databases under the responsibility of the Design Office Division (DO).

- Ensures the control and the integration of production data contributing to Earned Value Management (EVM), Key Performance Indicators (KPI) and contract management;
- Proposes improvements on the efficiency of processes based on factual analysis;
- Contributes to the improvement of the quality of the technical specifications & progress reports;

#### Main duties / Responsibilities

CAD/ENG resources management:  
a) Overall resources management and monitoring:  
• Coordinates, defines, integrates & prioritizes the annual & forecasted CAD Work-Plans with the relevant actors including System Engineers & Project Control Office (PCO);  
• Monitors & controls the work execution for all CAD resources against the CAD Work-Plan;  
• Provides KPI & input to the EVM and proposes CAD resource flexibility solutions;  
• Reports on deliverables progress status, plan, issues and possible corrective actions;  
• Contribute to the DO's overall strategic management of resources and related processes above;  
b) Supplier/contracts monitoring:  
• Supervises & manages all outsourced CAD & engineering contracts under DO responsibility;  
• Regularly meets the Contractors on service execution, deliverable verification & issues aiming at proper execution of the deliverables based scheme and submission of deliverables in due time  
• Reviews the Technical Specifications, supports improvements, evaluations & implementation;  
• Interfaces with all Administrative Divisions to ensure CAD service efficiency in due time;  
c) Processes and efficiency improvement for CAD resources  
• Defines & maintains tracking tools / process: KPI, thresholds...;  
• Analyzes processes, proposes & advises on methods, tools and means to improve performance;  
• Enlarges to other areas his/her scope of work on Processes and efficiency improvement;

Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic

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	<p>Management Plan; May be requested to be part of any project team &amp; perform other duties upon management request; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <ul style="list-style-type: none"><li>• Reports to the Design Office Head;</li><li>• Acts as an interface for the Global CAD Work Plan between the different actors;</li></ul>
Measures of effectiveness	<ul style="list-style-type: none"><li>• In response to requests from the Director-General and/or Central Integration Office Head, or proactively, informs the DG/CIO Head 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.</li><li>• Issues a monthly report covering the progress of the whole CAD production (EVM, KPI...);</li><li>• Proposes pertinent &amp; documented CAD resource flexibility solutions when needed;</li><li>• Enlarges to other areas his/her scope of work on Processes and efficiency improvement;</li><li>• Organizes on regular basis training &amp; coaching sessions aiming at improving efficiency.</li></ul>
	Project Construction Phase
Level of study	At least Master's Degree or equivalent
Diploma	Management and/or Engineering;
Level of experience	At least 5 years
Technical experience/knowledge	<ul style="list-style-type: none"><li>– At least 5 years' overall experience is required in: process development, management &amp; optimization; contracts, resources / production /deliverables management; integration &amp; coordination; finance; schedule; Key Performance Indicator and projects;</li><li>– A minimum of 3 years' experience in a large technical project is required, preferably nuclear;</li><li>– Experience is required in: managing large sets of data, drafting high level management schemes and presentations, writing and reviewing technical reports and specifications;</li><li>– Project Management experience or Strategic Management skills and knowledge of Public Procurement international rules are desirable.</li></ul>
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Others	<ul style="list-style-type: none"><li>– MS Office standard (Word, Excel, PowerPoint, Outlook) is required;</li><li>– MS Projector similar, SAP or other ERP software would be advantageous.</li></ul>
Languages	English (Fluent)