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JOB DETAIL

Ref. IO1601 - 11/27/2015

CAD Production & Control Engineer - CIO-034

Main job	Generalist
Department	CIO/ Central Integration Office
Division	CIO / Design Office Division
Job Family	Engineer - 1
Application Deadline (MM/DD/YYYY)	01/03/2016
Grade	P2
Direct employment	Not required
Purpose	[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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Management Plan;
 May be requested to be part of any project team & perform other duties upon management request;
 Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

- Reports to the Design Office Head;
- Acts as an interface for the Global CAD Work Plan between the different actors;

Measures of effectiveness

- 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.

- Issues a monthly report covering the progress of the whole CAD production (EVM, KPI...);
- Proposes pertinent & documented CAD resource flexibility solutions when needed;
- Enlarges to other areas his/her scope of work on Processes and efficiency improvement;
- Organizes on regular basis training & coaching sessions aiming at improving efficiency.

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

- At least 5 years' overall experience is required in: process development, management & optimization; contracts, resources / production /deliverables management; integration & coordination; finance; schedule; Key Performance Indicator and projects;
- A minimum of 3 years' experience in a large technical project is required, preferably nuclear;
- Experience is required in: managing large sets of data, drafting high level management schemes and presentations, writing and reviewing technical reports and specifications;
- Project Management experience or Strategic Management skills and knowledge of Public Procurement international rules are desirable.

Social skills

Ability to work effectively in a multi-cultural environment
 Ability to work in a team and to promote team spirit

Others

- MS Office standard (Word, Excel, PowerPoint, Outlook) is required;
- MS Projector similar, SAP or other ERP software would be advantageous.

Languages

English (Fluent)

For more information about ITER, visit our web site : <http://www.iter.org>