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JOB DETAIL

Ref. IO1620 - 12/22/2015

Construction Interface Management Officer CST-026

Main job	Construction
Department	CST / Construction Department
Division	CST / Construction Management Section/Division
Job Family	Coordinating Engineer
Application Deadline (MM/DD/YYYY)	01/17/2016
Grade	P4
Direct employment	Not required
Purpose	<p>As part of the construction delivery support team, to be responsible for the management of interfaces that affect construction.</p> <p>To identify technical, operational and contractual interfaces and to proactively reach resolution of issues and ensure effective communications with engineers, construction managers and horizontally across the construction department.</p> <ul style="list-style-type: none">• Ensures robust systems and processes to identify and manage interfaces that affect construction activities;• Develops and maintains an overall interface plan covering all identified and potential interfaces;• Establishes a system by which the IO construction department, engineers and contractors coordinate their activities to effectively manage interfaces;
Main duties / Responsibilities	<ul style="list-style-type: none">• Is responsible for the interface between Engineering departments and the Construction Management-as-Agent contractor, in particular the exchange of Engineering Work Packages;• Supervises the efficient processing of technical queries, requests for information, deviation requests and ensures with all affected parties that they are closed out in a timely manner, including supervision of the Construction Management-as-Agent contractor;• Implements full coordination between Construction, Engineering and contractors to ensure timely exchange of information for correct preparation and execution of works;• Analyses technical and operational issues, seeks solutions and ensures their implementation;• Supervises the Construction Management-as-Agent contractor regarding the management of scope;• Builds and maintains relationship with internal and external stakeholders;• Anticipates any potential issue and reports to the line management with proposals of solutions when necessary;• Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;• May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. <ul style="list-style-type: none">• Reports to the Head of the Construction Management Section/Division;• Interfaces with other staff in the Construction Department, Engineering departments and the Construction Management-as-Agent contractor;• In response to requests from the Director-General and/

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	Construction (CST) Department Head, proactively informs the DG and/or CST Department 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.
Measures of effectiveness	<ul style="list-style-type: none">• Effective and timely management of interfaces, reductions in delays, claims and disputes;• Ensures the timely and efficient treatment of Non-Conformance Report, Request for Information and technical queries;• Ensures the efficient, timely and safe progress of construction works for their scope of work.
	Project Construction Phase
Level of study	Master or equivalent degree
Diploma	Engineering
Level of experience	At least 10 years
Technical experience/knowledge	<ul style="list-style-type: none">– Knowledge of project management methodologies;– At least 10 years' experience in engineering and construction management within complex construction projects;– At least 5 years' experience working in interface management in construction projects;– International experience of construction projects is required;– Experience of construction in nuclear or other highly regulated industry is required;– Experience in coordinating activities;– Excellent safety record on previous projects.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
General skills	<ul style="list-style-type: none">– Leadership and ability to communicate widely in a multi-cultural environment.– Ability to negotiate effectively in particular in relation to claims and disputes, to manage conflict and maintain efficient working relationships;
Others	<ul style="list-style-type: none">– Experience using modern project management tools.
Languages	English (Fluent)

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