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JOB DETAIL

Ref. IO1560 - 7/27/2015

Construction Contract Supervisor CST2-4 (3 vac.)

Main job	Construction
Department	CST / Construction Department
Division	CST / Construction Management Section/Division
Job Family	Coordinating Engineer
Application Deadline (MM/DD/YYYY)	08/30/2015
Grade	P4
Direct employment	Not required
Purpose	Three openings (for Tokamak Assembly; Mechanical & Piping works; and Electrical, Instrumentation & Control and Cabling).

To contribute to the preparation of the technical requirements of the contracts in relation with the construction scope;
To be responsible for the management of contracts for the construction of the ITER facility with particular responsibility for the Machine Assembly/ Mechanical & Piping Works/ Electrical, I&C and Cabling Works.

Main duties / Responsibilities	<ul style="list-style-type: none">• Is responsible for the preparation of the tendering of works contracts, working with the Procurement and Contracts Division;• Determines selection and evaluation criteria, prepares technical specifications for contracts and evaluates tenders, in close collaboration with construction management and engineering staff;• Ensures the day-to-day management of the contracts, ensuring that contractors comply with their contractual obligations and perform at the highest level of expectations;• In particular, ensures the management of the contracts is in compliance with the requirements for supervision supply chain according to the French INB Order of 7th February 2012 and other legal requirements, in particular relating to protection important activities;• Monitors the performance of contractors through regular meetings, reports and measures performance through Key Performance Indicators (KPI);• Undertakes corrective actions as required; proposes actions to avoid any additional cost and minimize the costs of legitimate claims;• Performs pro-active risk management, putting in place actions to minimise the risk impact;• Mitigates potential claims and prepare the files necessary for the path forward;• Anticipate any potential issue and report to the line management;• Manages financial and contractual impacts resulting from time, quality or process related problems on the construction site;• Ensures together with the relevant technical staff, that all scope changes are recorded and documented properly and are clearly traceable to the contractual scope as well as to the respective construction work package;• Evaluates works performance, certificates of completion issued by the Construction Management-as-Agent contractor and certify invoices as correct in compliance with IO financial procedures;• Assists in the development of plans and procedures;• Builds and maintains relationship with internal and external stakeholders;
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Measures of effectiveness	<ul style="list-style-type: none">• May be requested to belong to any project team dealing with 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;• Works closely with the Procurement and Contracts Division;• Interfaces with other staff in the Construction Department, Engineering departments and the Construction Management-as-Agent contractor (the Engineer under FIDIC contracts); <ul style="list-style-type: none">• Manages the successful and timely award of the contracts;• Manages the execution of the contracts, to cost and schedule;• Ensures the contractor's deliverables meet safety standards, quality, schedule and cost requirements. <p>Project Construction Phase</p>
Level of study	At least Master's Degree or equivalent
Diploma	Engineering field or Project Management
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 management of contracts in large, complex construction projects (see below specific experience required for different profiles);– At least 5 years' experience of International Federation of Consulting Engineers (FIDIC) or similar international standard forms of contract;---- For Mechanical & Piping/Electrical: At least 5 years' experience working in an engineering role;---- For Tokamak Assembly or Electrical, I&C and Cabling Works: At least 5 years' experience working in an engineering role, preferably in a large scale first-of-a-kind experimental device;– Experience in public procurement would be an advantage;– International experience of construction projects is required;– Experience of construction in nuclear or other highly regulated industry is required;– Excellent safety record on previous projects.– At least 5 years' experience in coordinating activities;
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">– Ability to negotiate effectively in particular in relation to claims and disputes, to manage conflict and maintain efficient working relationships;– Ability to write technical and contractual documents & reports in English;– Experience using modern project management tools.
Languages	English (Fluent)

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