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JOB DETAIL

Ref. IO1535 - 3/13/2015

Project Control Office Head PCO-001

Main job	Executive Management
Department	PCO/ Project Control Office
Job Family	Director of Department
Application Deadline	04/07/2015
Grade	D1/D2
Direct employment	Required
Purpose	<p>Project Control Office (PCO) supports the Director General (DG) in his responsibility of project management of the entire ITER project, including both Central Team (CT) and Domestic Agencies (DAs).</p> <p>To ensure control of the economic parameters of the ITER Project and provide support to administration for the financial variables of the Project.</p> <p>To control the project baseline by defining the Work Breakdown Structure (WBS) associated with the Organization Breakdown Structure (OBS), the Plant Breakdown Structure (PBS) and the Cost Breakdown Structure (CBS), the long-term schedule, as well as the managing project-wide risk;</p> <p>To ensure progress through proactive project management for both CT and DAs;</p> <p>To monitor performances of the entire ITER Project through Earned Value Management, schedule performance measurement and project-wide Key Performance Indicator measurement, and report to the senior management;</p> <p>To manage project budget and resource, and link them with long-term schedule and WBS;</p> <p>To manage the Reserve Fund, including identifying opportunities to invest in order to improve the project's performance.</p>

Main duties / Responsibilities	<ul style="list-style-type: none"> •Proposes strategic implementation to the Deputies of Director-General for Relations Coordinating Officer and Chief Operating Officer (DDG/RCO and COO) and the DG in all matters related to the processes and procedures required for overall ITER project management; •Provides effective leadership for the Office; •Leads the schedule control, cost control, costs production, budget control, resource control, risk control updating the ITER project Risk Register, performance measurement, and Reserve Fund management; •Develops a resource loaded long-term schedule, an overall cost and resource estimate, and a risk register of the entire Project; •Implements ITER Project-wide project management procedures, and proper training ensuring processes are properly implemented by all staff; •Manages efficiently the WBS as well as OBS, PBS and CBS; •Measures the project performance for delivering crucial systems in particular during critical path areas and develops reporting for the top management in a timely manner; •Identifies economic issues and solves them; •Establishes strategic resource & budget planning for the CT & for the entire project; •Anticipates & identifies potential risk to the project and makes sure that the mitigation measure is implemented ; •Encourages efficient communication across all units of the Project; •Identifies investment opportunities to improve economic project performance and owns the responsibility for the Reserve Fund management, providing leadership in developing procedures and operational guideline; •Champions transformational change and inspires the team toward a sustained focus on business conduct, requirements timely completion & appropriate decision making; •Manages the work implementation plans of the PCO and coordinates with Central Integration Office for design
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	<p>control, configuration management, computer code&model development, and document and records;</p> <ul style="list-style-type: none">•Assures that IO's goals are achieved in a timely and effective manner, supporting PCO in proper implementation of safety and quality standard;•Builds and maintains relations with internal stakeholders and DAs;•Performs other duties upon management request, as necessary;•Creates a culture of individual ownership and accountability for high performance;
Measures of effectiveness	<ul style="list-style-type: none">•Maintains a strong commitment to the implementation and perpetuation of the ITER Safety, values and ethics. <p>•Under the supervision of the DDG/RCO, reports to the DG;</p> <p>•Interfaces with the IO and Domestic Agencies with respect to the related project management areas, as well as schedule control, cost control and risk control.</p> <p>•Manages effectively the Office for achieving their performance targets;</p> <p>•Effectively establishes and implements the work processes required for all aspects of successful project management;</p> <p>•Manages effectively interfaces among and between the CT and Domestic Agencies with respect to the above processes;</p> <p>•Acts actively ensuring the IO is complying with the established processes under the Quality Assurance Program;</p> <p>•Maintains effective communication with all stakeholders;</p> <p>•Ensures deliverables meet safety standards, quality, schedule and cost requirements of the IO's work;</p> <p>•Responsible for adherence to technical standards.</p>
Level of study	Master or higher degree
Diploma	Engineering field or any other relevant discipline
Level of experience	20 years and more
Technical experience	<p>Knowledge of one of the project management knowledge frameworks such as Project Management Body of Knowledge;</p> <p>Knowledge of nuclear plant design, construction / installation processes and commissioning approach in Nuclear Power Plants and safety regulatory procedures;</p> <p>Project management certificate such as Project Management Professional or Project & Program Management would be an advantage.</p> <p>At least 20 years' work experience in the nuclear engineering projects or technology related environments;</p> <p>At least 10 years work experience in the technology related project environment;</p> <p>International experience, preferably including ITER member countries;</p> <p>Demonstrated experience in the successful interaction with high level stakeholders in the scientific/technical international environment;</p> <p>Working experience as a project management consultant or project management specialist would be an advantage.</p>
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>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<p>At least 10 years' experience in the project or program management, preferably in nuclear plant engineering or equivalent engineering fields for a large construction facility;</p> <p>Demonstrated experience in the successful delivery of the project management implementation, including integration management, scope management, schedule management, cost management, quality management, human resources management, communication management, risk management, procurement management and stakeholders coordination;</p> <p>Demonstrated experience in project consultation in a large scale international technology.</p> <p>At least 15 years' experience in managing more than 10 staff at the same time, and/or in high level and supervisory positions in major companies or organizations, preferably in a nuclear industry environment or construction project;</p> <p>Demonstrated excellent interpersonal communication skills;</p> <p>Ability to provide effective leadership, goal oriented and inspiring the team;</p>
Others	<p>Ability to negotiate, influence and convince internal and external stakeholders;</p> <p>Ability to adapt the style and approach to suit cross-cultural stakeholders at all levels of the project;</p>

Ability to promote project management culture within a large organization;
Objective driven attitude with quality, cost and schedule consciousness;
Ability to use hypothesis based approach & to think broadly, logically and systematically;
Be creative and be capable of thinking out of the box;
Ability to observe carefully, make a root cause analysis and thereafter make decisions to resolve issues.

Skills consistent with managing a complex first-of-a-kind technical project.

Languages

English (Working)

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