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JOB DETAIL

Ref. IO1558 - 7/22/2015

Assembly Cost Controller and Estimator PCO-008

Main job	Cost Control
Department	PCO/ Project Control Office
Division	PCO / Resource Control & Performance Management Section/Division
Job Family	Functional Assistant - 3
Application Deadline (MM/DD/YYYY)	08/23/2015
Grade	G5
Direct employment	Required
Purpose	<p>To support the Resource Control & Performance Management Section/Division in matters related to the maintenance of the lifecycle estimate for assembly and installation.</p> <p>To participate in the development of the annual budget and -annual forecasts in various functional areas of the project activities.</p> <p>To monitor financial performance against schedule targets, compute and report earned value.</p> <p>To prepare cost estimates related to the execution of the site activities, scope transfers and to support the procurement activities of the section.</p>
Main duties / Responsibilities	<ul style="list-style-type: none"> • Maintains and updates the lifecycle estimate for defined scope covering resources (plant, machinery, materials, skills, money) staffing and support resources allocation and procurement; • Maintains inventory of resources in real time; • Participates to the development/maintenance of the Contracting Plan for defined scope; • Develops, in close collaboration with the Finance and Budget Division, the annual budget and multi-annual budget forecasts for the Section; • Monitors financial performance against targets. Creates reporting system (MIS) and delivers performance reports; • Working with responsible officers, develops or procures cost estimates for procurements at the highest level of detail given the complexities of technology, constraints of time, manpower and skills, and scope of the particular procurement; • Ensures compliance with project-wide financial, progress estimating and reporting systems, processes and standards; • 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 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. <p>– Reports to the Resource Control & Performance Management Section/Division Head;</p> <p>– Acts as an interface with all Departments/ Offices of the ITER Organization;</p> <p>– In response to requests from the Director-General and/or Project Control Office (PCO) Head, or proactively, informs the DG/ PCO 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.</p>

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Measures of effectiveness	<ul style="list-style-type: none"> – Generates and maintains coherent, comprehensive, and understandable documentation; – Maintains real time financial performance records – Completes the objectives within the defined scope and schedule; – Ensures accuracy and reliability of the lifecycle and budget data; – Ensures reliability and availability of the reports.
	SAP ID: 50002194
	Project Construction Phase
Level of study	At least Bachelor's degree or equivalent
Diploma	Business Administration, Finance or other
Level of experience	At least 7 years
Technical experience/knowledge	<ul style="list-style-type: none"> – Certification from the Association for the Advancement of Cost Engineering qualification (or equivalent) is desirable. – At least 7 years' experience in the area of financial controls related to site construction works, covering plant installation, site management and support, mechanical assembly, on large, complex, multi-disciplinary (civil, electro mechanical) engineering construction projects; – Technical cost estimating expcpe in the area of electro mechanical construction works, preferably within the Nuclear Industry; – Proficiency in all of the key areas of cost engineering & estimating, including the preparation and review of approximate, preliminary, definitive and detailed cost estimates, & knowledgeable about the generally accepted industry best practice in this area; – Expce in developing estimating systems fully integrated with other project management systems such as Primavera, Cobra, Pertmaster, and SAP.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	Cobra Primavera SAP
General skills	<ul style="list-style-type: none"> – Experience in the areas of project management, earned value performance measurement, risk management, tendering and contract administration, finance, budgeting, cost collection and job tracking; – Extensive knowledge of commercial contracting practices; – Ability to apply knowledge and original thinking to problem solving and issue resolution. – Highly proficient in the use of commercial estimating software;
Languages	English (Fluent)
