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JOB DETAIL

Ref. IO1602 - 11/27/2015

Planning Responsible Officer - PCO-009

Main job	Scheduling
Department	PCO/ Project Control Office
Division	PCO / Schedule Control & Project Management Section/Division
Job Family	Coordinating Engineer
Application Deadline (MM/DD/YYYY)	01/03/2016
Grade	P4
Direct employment	Not required
Purpose	<p>To support the Schedule Control & Project Management (SCP) Section/Division Head in preparation and management of integrated project plans, in particular for assembly & operations activities.</p> <ul style="list-style-type: none"> • Ensures that an adequate and appropriate assembly and installation plan is in place in accordance with the approved Project Management policies and procedures and other project management directives and systems, so that the Assembly of the ITER Machine and facilities is completed in a timely manner; • Supports the Schedule Control & Project Management (SCP) Section/Division with the development and implementation of methodologies, systems, processes and procedures for management of the assembly and operations scope of work; • Develops understanding of the sequencing of the project activities and ensures that all pre-requisites for initiating a project action are identified and recorded;
Main duties / Responsibilities	<ul style="list-style-type: none"> • Identifies risks and opportunities along with project schedule development and tracks the risk during execution of project activities; • Should develop higher level of understanding on procurement /construction to optimise sequencing of activity plans; • Evaluates the planning and management activities within Domestic Agencies (DAs) related to on-site assembly and installation activities under their responsibilities and assists the SCP Section/Division Head in the preparation of compensatory and corrective actions; • Coordinates the development and integration of the detailed planning for assembly and installation of the ITER Machine and facilities with the Project Controls Manager, Schedulers, Cost Estimators, and Risk Analysts; • Develops in coordination with DAs key performance indicators (KPI) for measuring strategy, planning and progress in assembly and installation activities; • Contributes to the identification and analysis at Project level of key strategic technical challenges in assembly and installation planning and management, in particular strategies for coordination between all parties having responsibilities for on-site activities; • Provides the ITER management and the DAs with an oversight of the state of realisation of the assembly of the ITER Machine and facilities; • 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

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ethics.

- Reports to the Schedule Control & Project Management Section/Division Head;
- Interacts within the organization responsible for Assembly and with the project management Officers as appropriate and with all other Directorates and Divisions as well as the DAs' staff;
- In response to requests from the Director-General (DG) or Relations Coordinating Officer (DDG/RCO), and/or Head of Project Control Office (PCO), or proactively, informs the DG or DDG/RCO/Head of PCO 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.
- Timely establishment and update of a detailed plan for the assembly of the ITER Machine within the overall project targets;
- Establishes adequate and efficient project controls systems, including defining the necessary team;
- Ensures successful execution of the assembly plan, including adequate monitoring and control of cost and schedule.

SAP ID: 50000109

Project Construction Phase

Level of study	At least Master's Degree or equivalent
Diploma	Project management, engineering or other
Level of experience	At least 10 years
Technical experience/knowledge	<div>– At least 10 years' experience in project management of large construction project;</div> <div>– Proven expertise in the organization of aspects of large scale international projects;</div> <div>– Skills consistent with managing a complex developmental project.</div>
Social skills	<div>Ability to work effectively in a multi-cultural environment</div> <div>Ability to work in a team and to promote team spirit</div> <div>Ability to communicate effectively</div>
Others	<div>– Expertise in the development and implementation of planning software;</div> <div>– Skills consistent with managing a complex developmental project (e.g. Primavera, Cobra, MS project, etc, knowing that IO uses presently mainly the two first ones).</div>
Languages	English (Fluent)

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