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JOB DETAIL

Ref. IO1633 - 1/8/2016

Project Controls & Planning Officer - PCO-010

Main job	Generalist
Department	PCO/ Project Control Office
Division	PCO / Schedule Control & Project Management Section/Division
Job Family	Functional Officer - 2
Application Deadline (MM/DD/YYYY)	01/31/2016
Grade	P3
Direct employment	Not required
Purpose	<p>To support the preparation and management of integrated project plans, in particular for the Vacuum Vessel Project Team (VV PT) activities.</p> <p>To plan all activities integrating required scope, schedule, cost and risk.</p> <p>To support the VV PT during the temporary assignment in the management of the activities on the VV Sectors and Ports including assembly according to plan.</p> <p>Take over other project control activities as and when required by project authorities.</p> <ul style="list-style-type: none"> Ensures that an adequate and appropriate VV PT project plan is in place in accordance with the approved Project Management policies and procedures and other project management directives and systems; Develops and implements methodologies, systems, processes and procedures for management of the VV PT scope of work;
Main duties / Responsibilities	<ul style="list-style-type: none"> Supports the VV PT leader keeping track of all project management action list, activities and documentation; Supports Responsible Officers to monitor and follow up the Procurement Arrangements signed with the Domestic Agencies (DAs) for the fabrication and final delivery of the VV Sectors and Ports and other components, as required; Coordinates and monitors the development of VVPT integrated schedule using the Central Team & DAs project controls system facilitating on-time and within budget and scope projects delivery; Monitors, analyses and reports the execution of the VV PT work scope (scope, schedule, cost), and the suppliers detailed project delivery performance in close collaboration with responsible officers; Performs routine monitoring activities, such as day-by-day interactions with the DAs and their suppliers, organizes regular progress and dedicated meetings and issues related reports; 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 or project control function 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 Schedule Control & Project Management Section/Division Head; Supports the VV PT Leader on project controls & planning; Liaises regularly with the Vacuum Vessel Responsible Officers; Acts as an interface between all other Departments within

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	<p>the ITER Organization, as required;</p> <ul style="list-style-type: none">• In response to requests from the Director-General (DG) 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.
Measures of effectiveness	<ul style="list-style-type: none">• Contributes efficiently to planning and procurement activities of VV systems and/or components in a timely manner and within defined costs within the baseline plan;• Establishes and executes adequate and efficient project controls systems for the VV PT within the overall IO (CT and DA) project controls framework,• Generates and maintains coherent, comprehensive, and understandable documentation;• Takes initiative to understanding the design and manufacturing at the ITER Organization (IO) and effective communication with the IO and DA staff;• Maintains effective communications within the ITER Organization.
Project Construction Phase	
Level of study	At least Master's Degree or equivalent
Diploma	Project management/engineering or other discipline
Level of experience	At least 8 years
Technical experience/knowledge	<ul style="list-style-type: none">– A professional certification in project management (PMP or similar) would be an advantage;– At least 8 years' experience in large scale project management;– Experience in coordination and supervision of planners activities;– Demonstrated experience of planning and project controls in a scientific and technologic environment, preferably with knowledge on energy & fusion.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Others	<ul style="list-style-type: none">– Experience of project management and planning systems (e.g. Primavera, MS project or similar);– Good command of the Microsoft Office package.
Languages	English (Fluent)

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