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JOB DETAIL

Ref. IO1541 - 5/28/2015

Construction Coordinator PED-008

Main job	Construction
Department	PED / Plant Engineering Department
Division	PED / Building & Civil Works Section/Division
Job Family	Coordinating Engineer
Application Deadline (MM/DD/YYYY)	06/19/2015
Grade	P4
Direct employment	Not required
Purpose	To play a key role in the Project Team (PT) within the Building & Civil Works (BCW) Section/ Division which is primarily to ensure the oversight of the design and construction of the buildings and site infrastructure associated with the ITER project such that the project objectives in terms of cost, schedule and performance are achieved. To prepare, co-ordinate and supervise activities for the acceptance of construction works executed by suppliers in the ITER role as Nuclear Operator as defined by French regulations. To ensure the implementation of the ITER construction supervision systems in particular those relating to oversight of contractors and suppliers.

Monitors the weekly coordination meeting with the contractors on site;
Undertakes the day to day preparation, update and management of the supervision procedures in compliance with the ITER requirements for the Buildings and Site Infrastructure including power supplies.;
Ensures the proper implementation of the surveillance rules in close cooperation with the relevant supporting contractors to adapt the level of surveillance to the needs and the criticality of the systems;

Main duties / Responsibilities	Performs a coordination role in the integration of the suppliers' schedules for construction works and the ITER system schedules for equipment installation and assembly; Assesses Deviation Requests/ Non-conformities raised by the concerned PT, the Domestic Agencies (DAs) and subcontractors including the preparation and management of associated Project Change Requests; Assesses critically the Quality Plans, Control Plans, procedures and schedules prepared by the PT, DAs and their contractors in close relation with Quality Assurance & Assessment (QAA) Division and takes an active role as a technical expert in construction inspections relating to all aspects of the BIPS; Plans, sets up and manages PT inspections and audits of the construction activity documentation produced by the Engineer and the Contractors for formal acceptance in accordance with approved procedures and in close relation with QAA Division; Ensures the proper implementation of the ITER management policies, procedures and work instructions focusing on French regulatory requirements relating to Basic Nuclear Installations in particular the application of the ITER Quality Assurance Program (QAP);; Participates in the update of the long term and short term construction schedules and contributes to progress reports and meetings; Acts as Team Coordinator, Responsible Officer in case of
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	<p>absence and approved delegation, as requested; Writes technical documents, procedures and work instructions for the oversight activities and effectively and efficiently checks the written reports produced by others and creates, reviews and approves technical documents maintaining of the record ITER database; 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>
Measures of effectiveness	<p>Direct Supervisor and Interfaces Under the supervision and guidance of PT Leader, reports to the Building & Civil Works (BCW) Section/ Division Leader; Interfaces with other PT staff, Building & Civil Works (BCW) Section/ Division Team Coordinators, Responsible Officers, IO line management, with all IO staff, with DAS' technical personnel; with IO contractor technical departments; In response to requests from the Director-General and/or the Plant Engineering Department (PED) Head, or proactively, informs the DG/ PED 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>
	<p>Compliance of assigned tasks to the ITER schedule; Completion of technical responses within assigned timeframe; Number of technical documents drafted and reviewed successfully; Contribution to technical meetings and level of positive feedback from attendees; Coordination of the acceptance of construction works. Positive feed-back from interfacing Technical Responsible Officers.</p>
	Project Construction Phase
Level of study	Master or higher degree
Diploma	Civil, Mechanical, Building Services, or other.
Level of experience	At least 10 years
Technical experience/knowledge	Master's in Civil, Mechanical, Building Svc, Process, Construction, Nuclear Eng. or other appropriate.
	<p>Project exp.: 10+ years in civil &/or structural eng. &/ or mechanical/ building svcs eng., with strong competency in construction mngmt/oversight; Exp. building construction within a regulated env. with strict QA procedures (e.g. pharmaceuticals, petrochemicals, food, life sciences etc.); Exp. in a nuclear env. and with internationally recognized standards appl. to Nuclear Buildings Industry such as GS-R-3 is an advantage; Exp. implementing QA procedures & managing assoc. doc.; Exp. motivating & leading people to achieve outcomes & managing technical meetings to achieve project goals; Exp. project mngmt tools such as scheduling, Earned Value Management, task mngmt, change control; Exp. problem solving in a multi-task env. to strict deadlines; Exp. making presentations, writing reports & effective verbal comm.; Knowledge of ITER project &/or Fusion env. is beneficial.</p>
Social skills	<p>Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to communicate effectively Ability to work under pressure Proactive</p>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<p>Social Skills: Strong ability to effectively communicate, both verbally and in writing with Officers at all levels distributed throughout the Organization Ability to anticipate issues and proactively manages them; Experience of working within an international environment would be beneficial Ability to motivate others and be recognized as a</p>

motivating leader.
Ability to make decisions under stressful circumstances
Ability to work successfully in a team environment as well as alone

Languages	English (Fluent)
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For more information about ITER, visit our web site : <http://www.iter.org>