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JOB DETAIL

Ref. IO1756 - 8/31/2016

Cost Management Coordinator - CST-050

Main job	Construction
Department	CST / Construction Department
Division	CST / Construction Management Section/Division
Job Family	Engineer - 2
Application Deadline (MM/DD/YYYY)	10/16/2016
Grade	P3
Direct employment	Not required
Purpose	To plan, coordinate and implement the construction cost management process, cost control during execution, calculation of earned value, change control, forecasting and reporting. This shall be performed in full alignment with overall project reporting requirements and with processes implemented by the Construction Management-as-Agent (CMA) contractor.
Main duties / Responsibilities	<p>-Coordinates with all stakeholders, sets-up and implements a construction cost management system, including efficient processes, procedures, change control and cost management reporting for construction execution related activities;</p> <p>-Ensures that the construction cost management process is aligned with all relevant ITER Organization (IO) construction project strategies, policies and procedures;</p> <p>-Identifies cost risks and opportunities along with Construction Master Schedule and tracks these cost risks during preparation and execution of construction activities;</p> <p>-Ensures procurement deliveries are tracked and cost risked against Construction Master Schedule, and highlight any impact on the critical path activities and cost forecast;</p> <p>-Coordinates and manages the identification, assessment and analysis of cost risks associated to the construction planning and management, in particular interfaces and coordination between all parties having responsibilities including CMA for on-site works;</p> <p>-Provides management with an oversight of the construction cost performance to ensure timely execution of the construction of the ITER Tokamak Machine and plant facilities;</p> <p>-Performs other duties in support of the project;</p> <p>-May be requested to be part of any of the project team and perform other duties;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the Head of Construction Management Section/Division;</p> <p>-Day-to day interfaces within the Construction Project Execution Team and Construction Department (CST);</p> <p>-Frequent interfaces with all project stakeholders within IO departments, CMA Contractor and Works Contractors; interfaces with DA on as needed basis;</p> <p>-Coordinates with Project Controls Office (PCO) for IO integration reporting roll-up on cost and management reporting;</p>
Measures of effectiveness	<p>-In response to requests from the Director-General (DG) and/or Construction Department Head, or proactively, informs the DG/Construction Department Head of any issues related to cost management</p> <p>-Develops a roadmap for the set-up and implementation of construction cost management process and reporting needs;</p> <p>-Implements an efficient construction cost management control and reporting with focus area on construction project execution activities;</p> <p>-Timely sets up regular team input and review working</p>

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sessions with all construction project execution key team members;
-Ensures the overall construction cost control process and cost management reporting are issued on a timely manner to all project stakeholders;
-Implements Lessons Learned & Best practices within IO or from other projects; and implements continuous improvement on Construction Cost Management and Cost Mitigation Planning where needed.

Project Construction Phase

Level of study	Bachelor or equivalent degree
Diploma	engineering or construction management
Level of experience	At least 10 years
Technical experience/knowledge	<p>-At least a Bachelor Degree in engineering or construction management, or other relevant discipline; -Additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree; -Advanced level of project management knowledge is required, given by relevant International Institutes/Associations such as Certified Project Management Professional PMP or Association for the Advancement of Cost Engineering AACEI is preferred.</p> <p>-At least 10 years of industry experience in any of the practice area in Project Services or Project Control for major engineering, procurement, construction (EPC) projects; -Minimum 5 years of experience in such projects as Project Services Lead, Project Controls Lead or Cost Control Lead with hands-on construction project management skills; -Good practical experience in project controls including scope, schedule, cost, estimate, change, risk, and document management;</p>
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to communicate effectively
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<p>-Knowledge of industry best practices on project management lifecycle, stage gate process, risk management process. and construction management delivery process;</p> <p>-Experienced in the facilitating and coordinating Construction Cost Management Reporting for major capital project, knowledge of industry practices such as Cost Engineering principles and guidelines from AACEI, and construction cost control process, lessons learned, and benchmarking by independent industry experts such as Independent Project Analysis IPA;</p> <p>-Experienced in the facilitation of or participation in Probabilistic Cost and Schedule Risk Assessment Workshops; -Experienced in Construction Cost Control Process, Earned Value Progress Reporting, Cost Risk Assessment.</p>
Others	<p>-Ability to problem solve and to communicate on high level issues and propose practical solutions;</p> <p>-Hands-on expertise on probabilistic cost analysis such as @RISK or Crystal Ball; -Strong knowledge on coordination of data interfaces between Project Stakeholders, Technical, Construction, and Contractors;</p>
Languages	English (Fluent)