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JOB DETAIL

Ref. IO1762 - 9/16/2016

Head of Project Control Office - PCO-001

Main job	Generalist
Department	PCO/ Project Control Office
Job Family	Head of office
Application Deadline (MM/DD/YYYY)	10/14/2016
Grade	D1/D2
Direct employment	Required
Purpose	<p>-The Project Control Office (PCO) supports the Director General (DG) in his responsibility of project management of the entire ITER Project, including both ITER Organization (IO) and Domestic Agencies (DAs). Its main purpose is to ensure control of the project performance of the ITER Project and provide support to administration for the financial variables of the Project by:</p> <p>-Establishing and implementing the management tools for execution of the project baseline including the Work Breakdown Structure (WBS) associated with the Organization Breakdown Structure (OBS), the Plant Breakdown Structure (PBS) and the Cost Breakdown Structure (CBS), the long-term schedule, as well as the managing project-wide risk;</p> <p>-Monitoring and proposing corrective measures to improve performances of the entire ITER Project through Earned Value Management, schedule milestones and project-wide Key Performance Indicators, Establishing and managing a Master schedule with resource-loading in collaboration with Finance and Procurement Division.</p>
Main duties / Responsibilities	<p>-Provides effective leadership for the Office to fulfill the above purpose;</p> <p>-After interactions with the Deputies of Director-General for Relations Coordinating Officer and Chief Operating Officer (DDG/RCO and COO), proposes strategic implementation to the DG in all matters related to the processes and procedures required for overall ITER project management;</p> <p>-Interfaces with the IO and DAs with respect to the management processes and encourages efficient communication across the Project;</p> <p>-Creates a culture of individual ownership and accountability for high performance;</p> <p>-Champions transformational change and inspires the team toward a sustained focus on responsible business conduct, timely completion of all requirements, and appropriate decision making;</p> <p>-Implements ITER Project-wide project management procedures, and proper training ensuring processes are properly implemented by staff and contractors;</p> <p>-Manages the work implementation plans of the PCO;</p> <p>-Leads the schedule control, cost control, costs production, resource control, risk control updating the ITER Project Risk Register, performance measurement developing &amp; implementing an Earned Value Management System; monitors the in-kind contributions from DAs in close relation with Finance and Procurement Department;</p> <p>-Develops a resource loaded long-term schedule, an overall cost and resource estimate, and a risk register of the entire Project;</p> <p>-Measures the project performance and identifies corrective actions to improve it;</p> <p>-Establishes strategic resource planning for the IO and for the entire Project;</p> <p>-Anticipates and identifies potential risk to the Project and makes sure that mitigation measures are prepared;</p> <p>-Identifies investment opportunities to improve project performance;</p> <p>-Assures that IO's goals are achieved in a timely and effective manner, and proper implementation of safety and quality standard;</p> <p>-Performs other duties upon management request, as</p>

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	<p>necessary;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the DG as direct line manager;</p> <p>-Interacts closely with the Deputy Director General/Relations Coordinating Officer (DDG/RCO) in his coordinating role of schedule development, cost evaluation and project control in regards with the activities of the IO-CT technical departments, Project Teams and DA's;</p> <p>-Interfaces with the IO and Domestic Agencies with respect to the related project management areas, as well as schedule control, cost control and risk control.</p> <p>-Manages the Office effectively to achieve the performance targets;</p> <p>-Effectively establishes and implements the work processes required for all aspects of successful project management;</p> <p>-Manages effectively interfaces among and between the IO and DAs with respect to the above processes;</p> <p>-Acts actively ensuring the IO is complying with the established processes under the Quality Assurance Program;</p> <p>-Maintains effective communication with all stakeholders;</p> <p>-Provides the DG and the Executive Project Board accurate assessments of the status of Project and identifies corrective actions that are required to meet the Project's goals in a timely manner;</p> <p>-Ensures deliverables meet safety standards, quality, schedule and cost requirements of the IO's work.</p>
Level of study	At least Master's Degree or equivalent
Diploma	any other relevant discipline
Level of experience	20 years and more
Technical experience/knowledge	<p>-Knowledge of one of the project management knowledge frameworks such as Project Management Body of Knowledge is required;</p> <p>-Knowledge of nuclear plant design, construction / installation processes and commissioning approach in Nuclear Power Plants and safety regulatory procedures would be an advantage;</p> <p>-A project management certificate or equivalent is required.</p> <p>-At least 20 years' work experience in the project management, preferably in nuclear or large engineering projects or equivalent engineering fields for a large construction facility;</p> <p>-Demonstrated experience in the successful interaction with high level stakeholders in the scientific/technical international environment;</p> <p>-Demonstrated experience in the successful delivery of the project management implementation in all phases and aspects.</p>
Social skills	<p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p> <p>Good negotiation skills</p>
General skills	<p>-At least 15 years' experience in managing more than 10 staff at the same time, and/or in high level positions in major companies or organizations, preferably in a nuclear industry environment or construction project;</p> <p>-Ability to provide effective leadership, goal oriented and inspiring the team;</p> <p>-Ability to motivate and develop the team members' skills and experience.</p> <p>-Ability to work effectively in a multi-cultural, international environment;</p> <p>-Ability to negotiate, influence and convince internal and external stakeholders;</p> <p>-Ability to promote project management culture within a large organization;</p> <p>-Objective driven attitude with quality, cost and schedule consciousness;</p> <p>-Be creative and be capable of thinking out of the box;</p> <p>-Ability to observe carefully, make a root cause analysis and thereafter resolve issues.</p>
Others	- IT skills consistent with managing a complex first-of-a-kind technical project.
Languages	English (Fluent)


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