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JOB DETAIL

Ref. IO1781 - 10/18/2016

Cost Estimation Responsible Officer PCO-007

Main job	Cost Control
Department	PCO/ Project Control Office
Division	PCO / Resource Control & Performance Management Section/Division
Job Family	Coordinating Officer
Application Deadline (MM/DD/YYYY)	11/30/2016
Grade	P4
Direct employment	Not required
Purpose	To support the Resource Control & Performance Management Section/Division in matters related to the development and maintenance of cost estimates and the Project lifecycle estimate. To coordinate the cost estimating officers in the project and the cost estimating services, these services will primarily be in support of, but not limited to, major IO in-cash procurements, Task Agreements (in-kind and in-cash), and selected change requests. To review cost estimates provided by Domestic Agencies (DAs), and to take appropriate action and/or advise Procurement & Contracts Division (PCD) management regarding such estimates. To ensure high quality management processes for cost estimation.
Main duties / Responsibilities	• Working with responsible officers, Establishes cost estimates for major IO in-cash procurements at the highest level of detail practical given the complexities of technology, constraints of time, manpower, and level of design of the particular procurement; • Advises Procurement Officers within PCD in their development of financial strategies, including risk identification/sharing, formulation of tendering scenarios, cost breakdown format, etc.; • Contributes to negotiations with contractors; • Reviews cost breakdowns provided by DAs, evaluates for completeness, accuracy and compliance with established project guidelines, and engages in constructive dialog as necessary; • Reviews cost estimates involving transfer of scope between the IO and the DAs, and structures and develops suitable analyses based on the nature and complexity of the scope being transferred; • Ensures the level of estimate and associated uncertainty is in accordance with guidance established by the Association for the Advancement of Cost Engineering International (AACEI); • Ensures correct and complete application of appropriate methodologies in preparing or reviewing cost estimates, including utilization of commercially available software and databases; • Develops, implements, maintains and documents IO cost estimating systems and processes; • Maintains and updates the lifecycle estimate for defined scope covering resources (plant, machinery, materials, skills, money) staffing and support resources allocation and procurement; • Develops, in close collaboration with the Finance and Budget Division, the annual budget and multi-annual budget forecasts for the Section; • Ensures compliance with project-wide financial, progress estimating and reporting systems, processes and standards; • Performs other duties in support of the project schedule; • May be requested to be part of any of the project teams and to perform other duties;; • Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

	• Reports to the Resource Control & Performance Management Section/Division Head;
Measures of effectiveness	• In response to requests from the Director-General 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; • Acts as an cost estimating interface with all Departments/ Offices of the ITER Organization; • In response to requests from the Director-General and/or Project Control Office (PCO) Head, informs the DG/ Project Control Office (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 • Efficient and autonomous development and validation of complex cost estimates while respecting the defined schedule; • Demonstrated accuracy and suitability of purpose in preparing bottom-up cost estimates; • Added value in contract negotiations and in interactions with DAs; • Efficient assistance to IO Procurement Officers in achieving cost savings; • Development, implementation and documentation of cost estimating systems and processes. Project Construction Phase ID SAP: 50000309
Level of study	Master or equivalent degree
Diploma	Business Administration or Engineering
Level of experience	At least 10 years
Technical experience/knowledge	Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree. At least 10 years in the area of cost estimating/cost engineering within a project environment; At least 5 years of complex construction and/or nuclear project experience; Experience in the areas of project management, risk management, tendering, contract administration, and financial oversight/budgeting.
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 Ability to work under pressure Ability to effectively multi-task Ability to hold and respect deadlines
Specific skills	Primavera SAP
General skills	Ability to apply knowledge and original thinking to problem solving and issue resolution. Professional certification from the Association for the Advancement of Cost Engineering or an equivalent recognized certification in cost engineering/estimating is desirable; Highly proficient in all key areas of cost engineering and estimating, including the preparation of top-down, parametric modeling and bottom-up cost estimates, as well as demonstrated knowledge of generally accepted industry best practices in these areas.
Others	Highly proficient in the use of commercial estimating software; Good command of Primavera V6 and SAP or equivalent resource management tools would be an advantage; Demonstrated ability to manage the development and integration of estimating systems to be fully interoperable with other project management systems such as Primavera and SAP.
Languages	English (Fluent)

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