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JOB DETAIL

Ref. IO1940 - 1/23/2018

In-kind Management Officer - PCO-012

Main job	Generalist
Department	PCO/ Project Control Office
Division	PCO / Component Delivery Project Control Section/Division
Job Family	Functional Officer - 2
Application Deadline (MM/DD/YYYY)	03/04/2018
Grade	P3
Direct employment	Not required
Purpose	<p>To prepare and follow up Procurement Arrangements (PAs) and all related Amendments/Agreements between the ITER Organization (IO) and the Domestic Agencies (DAs) for assigned scope.</p> <p>To maintain and develop quality documentation related to Procurement Arrangements.</p> <p>To support, advise and guide technical responsible officers in proper development and implementation of PAs by DAs in respect with Credit, Schedule and Scope Baselines for In-Kind activity.</p> <p>To maintain the Procurement Arrangements Database for assigned IO Central-Team and DAs scope of Procurement.</p> <p>-Develops PAs for the assigned Department/Office in compliance with Baseline Schedule;</p> <p>-Reviews the technical specifications drafted by the Technical Responsible Officer, ensuring consistency with applicable procedures and templates, in focusing on compliance with the schedule, type of design and contractual type of requirements, with clear definition of list of deliverables and applicable documents, and the overall consistency between the different sections of the PA;</p>
Main duties / Responsibilities	<p>-Drafts general and special conditions, participates in the negotiation of the final PA, being responsible for the entire documentation till their final approval stage;</p> <p>-Provides support to the IO Responsible Officers in the management and follow-up of PAs once signed, in accordance with applicable In-Kind Guidelines, Procedures and Templates;</p> <p>-Provides advice and support to IO Project/Construction Teams on PA related matters;</p> <p>-Drafts PA amendments and supports the negotiation of the final amendments documentation, up to the signature by the approving authorities;</p> <p>-Supports the line management with respect to in-kind procurement and in compliance to specifications;</p> <p>-Ensures alignment and compliance of Credit, Schedule and Scope Baselines for In-Kind activity;</p> <p>-Provides support to the development and execution of, Project Planning, Project Progress Tracking, Performance Reporting and Configuration Control;</p> <p>-Maintains the PA Database for in-kind follow-up and tracking in his/her area of responsibility and supports any new development and implementation;</p> <p>-Writes proposals to continuous improvement of PA and In-kind management practices, procedures, tools and templates;</p> <p>-Monitors and reports work progress, analyzes progress reports, measures actual performance against goals on a regular basis and presents results in reports;</p> <p>-Ensures compliance to the change control process, in order to keep PAs under effective configuration control;</p> <p>-Evaluates, prepares and presents standard and ad-hoc status and progress reports for the IO management;</p> <p>-Interfaces effectively with the DAs, aiming at ensuring harmonization of in-kind practices and related processes;</p> <p>-May be requested to be part of any of the Project/Construction Teams and perform other duties in support of the project schedule;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, Values and Ethics.</p>
Measures of effectiveness	<p>-Reports to the Component Delivery Project Control Section/Division Head and PA Coordinator;</p> <p>-Acts as an interface between other Departments/Offices within the ITER Organization and Domestic Agencies as required;</p> <p>-In response to requests from the Director-General and/ Project Control Office (PCO) Head or proactively, informs the DG/Head of PCO of any important and urgent issues that cannot be handled by the concerned line management</p>

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and may jeopardize the achievement of the Project's objectives.

- Places and follows up efficiently the assigned PAs according to the Cost and Schedule Baselines;
- Monitors PA-related matters and activities for assigned PAs in line with in-kind procurement guidelines, principles and best practices;
- Liaises with relevant interfaces and Project Control Areas to align the Baseline Cost, Schedule and Scope;
- Communicates efficiently with the ITER Departments/Divisions to guarantee excellent performance of the assigned PAs on time and cost;
- Communicates with DAs to progress assigned PAs activities and procurement processes;
- Provides accurate reports within the defined deadlines;
- Maintains and improves the PA Database and data accuracy in line with Project Baselines.

ID SAP:50001086

Project Construction Phase

Level of study	Master or equivalent degree
Diploma	engineering, business management or other
Level of experience	At least 8 years
Technical experience/knowledge	<ul style="list-style-type: none">-At least 8 years' experience in procurement and negotiation;-Experience in Project Management is required;-Experience in international projects is essential;-Experience with collaborative or in kind procurements or contracts;-Experience in contract management and/or procurement preferably in the nuclear industry and/or large construction projects would be an advantage.
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>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<ul style="list-style-type: none">-Excellent organization skills and coordination skills with the ability to set priorities and meet deadlines;-Ability to facilitate dialogue and negotiate with a wide variety of contributors and stakeholders;-Ability to listen and adjust communication content and style to deliver messages;-Ability to work autonomously, in particular in the management of portfolios;-Ability to implement high standards of team mindset, trust, excellence, loyalty and integrity.
Others	<ul style="list-style-type: none">-Experience in Business Analysis and interfacing with IT development would be an advantage;-Proven computer skills and usage of databases.
Languages	English (Fluent)

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