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## JOB DETAIL

Ref. IO1925 - 12/15/2017

### Risk & Opportunity Management Officer - PCO-016

**Main job** Generalist in Business Administration

**Department** PCO/ Project Control Office

**Job Family** Functional Officer - 1

**Application Deadline  
(MM/DD/YYYY)** 01/28/2018

**Grade** P2

**Direct employment** Not required

**Purpose** -To manage Risks and Opportunities (R&O), as well as (non-technical) Issues (together called Issue, Risk and Opportunity (IRO) for a given scope of WBS / OBS / PBS ('scope area').  
-To support and coach the R&O Reporters in charge to mitigate risks or enable opportunities.  
-To support the ITER Risk & Opportunity Management Coordinator in the development and monitoring of ITER's capabilities on Issue, Risks and Opportunities (IRO) Management , by implementing methods, processes, tools and governance rules for IRO identification, assessment, prioritization and management planning, IRO reporting, IRO analyses as well as IRO response planning, monitoring and controlling.

**Main duties / Responsibilities** For the assigned 'scope area':  
-Drives all necessary R&OM activities;  
-Identifies, assesses, levels and prioritizes IROs;  
-Ensures implementation, monitoring and controlling of IRO Response Plans and their related scheduled action, coordinating and supervising the contributions of stakeholders;  
-Contributes to minimizing the effects of Issues, Risks and to maximizing the effects of Opportunities on the overall project objectives;  
-Reports on IRO status to relevant ITER Organization-Central Team (IO-CT) and ITER Organization-Domestic Agencies (IO-DA) stakeholders, alerting on any potential problems;  
-Organizes and carries out regular IRO Management reviews;  
-Facilitate the integration of DA provided Risk and Opportunity assessments as indicated in the Procurement Arrangement;  
-Implements the IRO cycle review roll-out program for IO-CT, guiding and supervising contributors when necessary;  
-Identifies and analyzes IROs, as well as their Response Plans with their related actions;  
-Contributes to the development of a probabilistic schedule analysis with the Risk information collected through the Risks and Opportunities Register;  
-Contributes to the development of a dedicated IRO Management Key Performance Indicators, with regards to exposure of the ITER Project to IROs;  
-Contributes to the development of an IRO maturity model and continuously improves it;  
-Provides regular reports to support senior management decisions;  
-May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;  
-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

**Measures of effectiveness** -Under the supervision of the ITER Risk & Opportunity Management Coordinator, reports to the Project Control Office Head;  
-Interacts in close collaboration with the PCO peers and Responsible Officers (RO) within the ITER Organization (IO);  
-Liaises closely with the Central Integration Office (CIO) on all topics related to the use of PIM to manage non-technical Issues;  
-Interfaces with the DAs to ensure full compliance of their Risk and Opportunity Management and non-technical Issue approaches;  
-In response to requests from the Director-General and/or 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.

For the assigned 'scope area':

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- Implements and monitors efficiently the reduction of the overall Risk exposure of the ITER Project in terms of potential cost overrun and delays to First Plasma;
- Provides the ITER Project with both, qualitative and quantitative analyses of IROs within the defined deadlines;
- Provides regular comprehensive and accurate reports;
- Excellent team & stakeholders feedback on communication capabilities.

Project Construction Phase  
SAP Id: 50004301

<b>Level of study</b>	Bachelor or equivalent degree
<b>Diploma</b>	Business related degree
<b>Level of experience</b>	At least 7 years
<b>Technical experience/knowledge</b>	<ul style="list-style-type: none"> <li>-A certification in Risk Management is desirable.</li> <li>-At least 7 years' experience IRO management;</li> <li>-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.</li> </ul>
<b>Social skills</b>	<ul style="list-style-type: none"> <li>Ability to work effectively in a multi-cultural environment</li> <li>Ability to work in a team and to promote team spirit</li> </ul>
<b>Specific skills</b>	MS Office standard (Word, Excel, PowerPoint, Outlook)
<b>General skills</b>	<ul style="list-style-type: none"> <li>-Ability to dialogue with a wide variety of contributors and stakeholders and adjust accordingly communication style and messages;</li> <li>-Ability to analyze multiple and diverse sources of information to define problems and priorities accurately;</li> <li>-Ability to work independently with minimal supervision;</li> <li>-Demonstrated ability to produce high quality results;</li> <li>-Capability to stage activities with relevant milestones and schedule with a high level of autonomy;</li> <li>-Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>-Good command of the Microsoft Office package;</li> <li>-Good experience with IRO Management software tools.</li> </ul>
<b>Languages</b>	English (Fluent)

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