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## JOB DETAIL

Ref. IO1902 - 10/30/2017

### Project Scheduler - PCO-025

**Main job** Scheduling

**Department** PCO/ Project Control Office

**Job Family** Functional Officer - 2

**Application Deadline  
(MM/DD/YYYY)** 12/12/2017

**Grade** P3

**Direct employment** Required

**Purpose** To support the Assembly and Installation works to be conducted for ITER, specifically through the development, maintenance, and co-ordination of the project Baseline (Master schedule) and associated working level schedules. To manage both time and resources to ensure work is completed on quality, cost and schedule.

**Main duties / Responsibilities**

- Ensures the development and implementation of an adequate assembly and installation plan within the Master schedule in accordance with approved Project Control policies, procedures and other affected Management and Quality Plan (MQP);
- Contributes to the development and implementation of methodologies, systems and processes to improve the management and efficiency of assembly and installation schedule control and management;
- Ensures working level resources loaded schedules are updated, and also reflecting changes in the Master schedule driven by Project Change Requests; by interfacing as the primary interface with assigned Project Control Managers and the awarded Construction Managing Agent (CMA);
- Provides regular written reports on the Master resource loaded schedule updates;
- Reviews major contracts for assembly and installation ensuring the scheduling information are included to minimize risks to ITER primary project objectives;
- Determines the prioritization of schedule changes to be executed in the Construction Teams and monitors the defined plan;
- Reviews the status method of the Master schedule to ensure physical work progress is sufficiently accurately reflected;
- Contributes to the identification and analysis at Project level of key strategic technical and scheduling challenges, in particular strategies for schedule acceleration, resource leveling, and co-ordination of works by differing contractors;
- As a member of Change Control Board, reviews and recommends Project Change Requests that affect assembly and installation works, proposing schedule recovery alternatives and mitigation strategies;
- Contributes to and provides leadership to schedulers in maintaining necessary scheduling standards;
- May be required to work outside normal working hours, including nights, weekends and public holidays;

**Measures of effectiveness**

- May be requested to be part of any of the project/construction teams and perform other duties;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

- Under the supervision of Construction Management Team Leader for daily tasks related to assembly and installation activities, reports to Head of Project Control & Construction Section/Division;
- 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.

- Completes review of change proposals in a timely manner, reports on the timeliness of implementation of BCPs into the Master schedule and where necessary, the detailed working schedule;
- Confirms accurate and detailed schedule information is properly included in procurement processes for the defined scope of activities;
- Ensures efficient quality and update of Master schedule and detailed working schedule;
- Provides an efficient support to strategic analysis and what-if scenarios for major project risks and opportunities;

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Project Construction Phase

<b>Level of study</b>	At least Bachelor's degree or equivalent
<b>Diploma</b>	Project management or engineering or other
<b>Level of experience</b>	At least 10 years
<b>Technical experience/knowledge</b>	<ul style="list-style-type: none"><li>-At least 10 years' experience in the relevant project controls within an international environment;</li><li>-At least 8 years' experience in the field of scheduling, preferably within the construction industry;</li><li>-Experience in operating within a matrix team;</li><li>-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>	<ul style="list-style-type: none"><li>MS Office standard (Word, Excel, PowerPoint, Outlook)</li><li>Primavera</li></ul>
<b>General skills</b>	<ul style="list-style-type: none"><li>-Positive customer service oriented, with both internal and external clients;</li><li>-Ability to adjust communication content and style to deliver messages with good oral and written communications skills;</li><li>-Ability to persist in the face of challenges to meet deadlines with high standards;</li><li>-Ability to gain the confidence and trust of others and to promote team spirit.</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>-Primavera P6 experience is essential and standard MS Office package experience is required;</li><li>-Awareness of COBRA and Cost estimating software such as Cleopatra is an advantage.</li></ul>
<b>Languages</b>	English (Fluent)

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