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## JOB DETAIL

Ref. IO2006 - 7/23/2018

### Construction Support Officer CST-138

**Main job** Construction

**Department** CST / Construction Department

**Division** CST / Construction Management Division

**Job Family** Functional Officer - 2

**Application Deadline  
(MM/DD/YYYY)** 09/02/2018

**Grade** P3

**Direct employment** Not required

**Purpose** To support strategic analysis and provide assistance to the Head of Construction Management Division (CMG), ensuring compliance with procedures and issues' solving while respecting safety, quality, schedule, cost and coordinating administrative and operational aspects. To provide executive administrative, technical, change management and communications support to the Head CMG of ITER Construction Department (CST).

**Main duties / Responsibilities**

- Executes transversal initiatives in the Construction Organization (CO) and Corporate Functional Units and supports strategic analysis on critical matters for the Head of CMG;
- Prepares issues' resolution plans and identifies potential managerial and/or organizational improvement opportunities within CO;
- Provides updated information (presentation/reports) including a clear and accurate status of the IO construction agenda;
- In relation to relevant IO departments, Domestic Agencies (DAs) and all stakeholders, ensures a timely and adequate delivery of construction project management related inputs, statuses and action reports for executive prioritization and decision making;
- Prepares, organizes and follows-up construction and assembly related executive and operational meetings, advisory boards, steering committees and management assessments;
- Ensures CMG representation and participation, monitoring and reporting at both technical and project management working groups;
- Proposes the improvement and ensures the harmonization of Terms of Reference and Management Quality Program of the IO construction and assembly related activities and action plans;
- Takes necessary actions so that any changes in IO rules are implemented in all IO construction activities;
- May be required to work outside normal working hours, including nights, weekends and public holidays;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to be part of any of the project control/construction management 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.

- Reports to the Head of Construction Management Division.

**Measures of effectiveness**

- In response to requests from the DG and/or Head of CST, or proactively, informs DG / Head of CST 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.

- Provides prompt and accurate management action tracking by implementing necessary administrative tools and processes to ensure efficient and appropriate organizational management and governance;
- Produces high quality agendas, minutes, records, reports, inventory, presentations and proposals within the defined quality and schedule;
- Collaborates efficiently with and provides executive level administrative support to the aforementioned IO Departments and multidisciplinary working groups;
- Manages and coordinates efficiently interfaces with all IO Departments, construction contractors, DAs and external stakeholders;
- Manages priorities and provides efficient service delivery when depending on various external stakeholders.

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Project Construction Phase

|                                       |  |
|---------------------------------------|--|
| <b>Level of study</b>                 | Master or equivalent degree  |
| <b>Diploma</b>                        | – International Business Administration  |
| <b>Level of experience</b>            | At least 8 years   |
| <b>Technical experience/knowledge</b> | <ul style="list-style-type: none"><li>– Complementary studies in one of several technology field (s) would be advantageous.</li><li>– At least 8 years’ experience of project coordination and management of a construction project, in a public or international environment;</li><li>– Experience of writing/reviewing reports, presentation and memorandums in technology driven innovation projects is required;</li><li>– Experience in the organization and administrative management of high-level meetings within a multicultural context is required;</li><li>– Proven knowledge of European regulations on occupational health and safety as well as on construction works preparation is considered as an advantage;</li><li>– Experience of aligning quality management procedures and executing quality inspections are considered as an advantage;</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>                  | <p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p>   |
| <b>Specific skills</b>                | MS Office standard (Word, Excel, PowerPoint, Outlook)  |
| <b>General skills</b>                 | <ul style="list-style-type: none"><li>– Ability to work proactively with a high level of autonomy, organize and monitor autonomously activities, and assure complete discretion whilst dealing with sensitive issues;</li><li>– Ability to facilitate dialogue with a wide variety of contributors and stakeholders;</li><li>– Ability to manage conflicts, adjusting communication content and style to deliver messages;</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>– Working knowledge of action tracking and document management systems;</li><li>– Basic understanding of technical drawings and/or design review process.</li></ul>  |
| <b>Languages</b>                      | English (Fluent)   |

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