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JOB DETAIL

Ref. IO2032 - 10/23/2018

Construction Contract Officer (CST-145)

Main job Contracts

Department CST / Construction Department

Division CST / Tokamak Assembly Division

Section CST/TAD/Assembly Support Section

Job Family Functional Officer - 2

**Application Deadline
(MM/DD/YYYY)** 12/09/2018

Grade P3

Direct employment Not required

Purpose To be the accountable officer in charge of contracts execution and performance by delegation for the Head of Tokamak Assembly Division;
To prepare the contract strategy for multiple Tokamak assembly construction contracts in relation with Procurement & Contracts Division and Technical Responsible Officers (TRO) to manage IO Construction Contracts;
To be accountable for execution and performance of contracts throughout their entire lifecycle for the defined scope of activities;
To prepare the technical and management requirements for the Tokamak assembly construction tenders and contracts whilst coordinating input from various stakeholders;
To prepare the 'construction start up' contracts related to the Tokamak assembly.

Monitors schedule cost and quality adherence of the contracts for the defined scope of responsibility;
Prepares construction contracts, in collaboration with internal stakeholders throughout the entire lifecycle, from the procurement and contract strategy up to the signature of the contract;

Main duties / Responsibilities Prepares technical documents related to the statement of work and participates in the evaluation of tenders and negotiation of contracts;
Ensures that the necessary clauses are included in the contracts to enable their efficient performance measurement and management;
Provides an effective interface between the construction, engineering and contracting teams in order to plan and monitor the production of the Tender documentation package;
Works with the Construction Management as Agent (CMA) and the TRO to ensure an efficient start and ramp-up to full operation of construction contracts;
Is the representative of the Employer as per International Federation of Consulting Engineers (FIDIC) terminology for the defined scope of responsibilities;
Establishes a close collaboration with the FIDIC Engineer;
Coordinates requests and actions towards all technical, construction and corporate functions of the IO to ensure effective progress of the construction contracts;
Leads the resolution of any potential contractual issues (claims, deviations, delays);
Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
Communicates and Collaborates with the Quality Management Division and Environmental Protection & Nuclear Safety Division to ensure compliance with ITER Quality Management program and safety requirements;
May be required to work outside normal working hours, including nights, weekends and public holidays;
May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule as described in the Construction Detailed Work Schedule upon management request;
Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Measures of effectiveness Reports to the Sector Module Assembly Section Leader;
In response to requests from the Director-General and/or Construction Department (CST) Head, or proactively, informs the DG/CST 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.

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Builds good relationships with internal and external stakeholders;
 Prepares technical documentation to a high standard within the defined deadlines;
 Contributes efficiently to the successful and timely management of tenders and awards of construction contracts;
 Monitors efficiently the execution of the contracts in terms of the quality, schedule and cost;
 Ensures that the contractors' deliverables meet safety standards, quality, schedule and cost requirements;
 Holds regular meetings with internal/external stakeholders to ensure that all parties are continuously informed of progress/setbacks/areas of development.

Level of study Master or equivalent degree

Diploma Business Admin, Project Management or Engineering

Level of experience At least 8 years

Technical experience/knowledge Certificate in project management, such as PMP or alternative is considered as an advantage;
 At least 8 years' experience in the management of construction contracts in large, complex construction projects in regulated industry;
 Experience of managing construction contracts under FIDIC or similar international standards is required;
 Experience working in an engineering or construction role, preferably on a large scale device;
 Experience in public procurement would be an advantage;
 Experience in writing technical and contractual documents & reports in English.
 Experience in coordinating multi-functional/cross-discipline activities.

The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.

Specific skills MS Office standard (Word, Excel, PowerPoint, Outlook)

General skills Ability to dialogue with a wide variety of contributors and stakeholders;
 Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
 Ability to persist in the face of challenges to meet deadlines with high standards;
 Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals;
 Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

Others Experience using modern project management tools.

Languages English (Fluent)

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