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## JOB DETAIL

Ref. IO1994 - 6/12/2018

### Cost Estimation Officer PCO-008

**Main job** Cost Control

**Department** PCO/ Project Control Office

**Division** PCO / Project Control Construction Section/Division

**Job Family** Functional Officer - 2

**Application Deadline  
(MM/DD/YYYY)** 07/25/2018

**Grade** P3

**Direct employment** Not required

**Purpose**

- To provide cost estimation within the ITER Organization (IO), bringing expertise and methodology to support the activity.
- To perform cost estimation, primarily focused on that required for assembly and installation activity.
- To ensure that the project maintains high transparency in terms of cost estimate of work prior to contract placement according to ITER Council (IC) approved baseline and ITER Organization (IO) rules and regulations.

**Main duties / Responsibilities**

- Performs cost estimation for changes to IC approved baseline estimates generated due to Project Change Request that transfer scope to or from IO, and within IO, in particular, to or from assembly and installation;
- Performs cost estimation for increases in IO scope baseline due to newly identified scope, providing supporting justification for application to Reserve Fund or Undistributed budget;
- Performs cost estimation validation for variations and large claims in relation with IO Installation and Assembly contracts;
- Reviews pricing sheet for major contractors to confirm suitability to support cost comparison during the procurement process;
- As requested, revises the cost estimates for baseline scope reflecting advancing design maturity;
- Contributes to the monthly preparation of the Cost Report (that provides estimate at completion for assembly and installation work);
- Implements and maintains defined project management procedures as they effect cost estimation for assembly & installation, including provision of advice and training when necessary;
- Ensures Purchase Request (PR) issuance is traceable for scope and estimate is consistent with the approved Construction cost baseline;
- Ensures the alignment of the scope boundary for IO assembly and installation cost estimate;
- Establishes competency in the information system (Cleopatra) cost estimation tool;
- Proposes improvements for cost estimation efficiency and effectiveness between IO and Construction Management as Agent (CMA);
- May be requested to support any project/construction team and perform other duties in contributing to the execution of the project schedule;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

**Measures of effectiveness**

- Produces costs estimates for assembly and installation in defined time window as prioritized;
- Provides relevant and timely advice to control account managers on cost estimation;
- Validates in due time cost estimates for project change requests for Change Control Board decision;

- Reports to the Project Control Construction Section/Division Head, primarily receiving instruction and support day to day from the Cost Control and Reporting Manager and the Cost Estimating Responsible Officer;
- Interfaces with other Divisions in ITER Organization, and the DAs for all matters of his/her responsibility;
- In response to requests from the Director-General and/or the Head of the Project Control Office, or proactively, informs the DG/Head of the Project Control Office about any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.

- Implements and maintains efficiently cost estimation processes as it affects assembly and installation;

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- Monthly produces accurate and high level quality costs savings reports for Assembly and Installation works.

Project Construction Phase  
SAP ID 50002194

<b>Level of study</b>	Master or equivalent degree
<b>Diploma</b>	in Engineering, Business Administration
<b>Level of experience</b>	At least 8 years
<b>Technical experience/knowledge</b>	<ul style="list-style-type: none"> <li>- At least 8 years' experience in the fields of Project Management and cost estimation, ideally in large scale projects for the construction of power plants or other large industrial plants within an international environment;</li> <li>- Cost estimation certification (i.e. AACEI or equivalent) is required</li> <li>- Experience and skills in Project Control and Management, especially in scope and baseline control, cost estimation or control;</li> <li>- Experience in using IT project management tools;</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) Primavera
<b>General skills</b>	<ul style="list-style-type: none"> <li>- Demonstrated ability to learn and adapt rapidly to new systems and processes;</li> <li>- Ability to facilitate dialogue with a wide variety of contributors and stakeholders;</li> <li>- Ability to adjust communication content and style to deliver messages;</li> <li>- Ability to persist in the face of challenges to meet deadlines with high standards;</li> <li>- Ability to apply high standards of team mind-set, trust, excellence, loyalty and integrity.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>- Mastery of Cleopatra, Primavera P6 or equivalent tool is considered as a strong asset;</li> <li>- Overall understanding of the information systems generally being utilized for the management and control of large scale plant construction projects.</li> </ul>
<b>Languages</b>	English (Fluent)

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