



the way to new energy

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## JOB DETAIL

Ref. IO2030 - 10/24/2018

### Project Cost Coordination Officer PCO-026

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| <b>Main job</b>                              | Cost Control   |
| <b>Department</b>                            | PCO/ Project Control Office  |
| <b>Division</b>                              | PCO / Project Control Construction Section/Division  |
| <b>Job Family</b>                            | Functional Assistant - 3   |
| <b>Application Deadline<br/>(MM/DD/YYYY)</b> | 11/25/2018   |
| <b>Grade</b>                                 | G5   |
| <b>Direct employment</b>                     | Not required   |
| <b>Purpose</b>                               | <p>To maintain, monitor, and develop project control methodologies and tools related to Earned Value Management (EVM) and cost forecasting consistent with industry best practices;</p> <p>To coordinate between Project Control Office (PCO) and the Financial Department's personnel to ensure the consistent integration of scope, schedule and cost, actual spend and forecast within both the ITER project control department and associated reporting systems.</p>   |
| <b>Main duties / Responsibilities</b>        | <p>Ensures that the cost forecasting information is collected consistently within the defined monthly PCO reporting time schedule and is subsequently recorded into the main EVM related systems for onward reporting and management action;</p> <p>Acts as the main adviser for technical questions on EVM;</p> <p>Ensures consistent integration of scope, schedule and cost within the reporting systems (such as Primavera 6, Cobra, SAP, ITER Procurement Databases, Project Change Management System, CEMAR and TREND systems);</p> <p>Supports the maintenance of core data structures necessary for EVM and cost forecasting, contract code, and the cost and work breakdown Sstructure by coordinating across Human Resources, Finance and PCO departments;</p> <p>Uses COBRA system (as an Administrator) to identify and avoid data errorswhilst providing support and advice to Project Control Managers and ad-hoc staff;</p> <p>Drafts, reviews and updates associated Management Quality Program policies , procedures and working instructions in collaboration with other stakeholders;</p> <p>Provides monthly reports in accordance with the required business cycle on topics such as ITER Organization EVM, physical percent complete, and forecasting;</p> <p>Contributes to the production of and carries out training to ensure that the technical officers are aware of and able to implement the IO's project control reporting systems;</p> <p>ensuring that the content of training being well interfaced with other related modules by co-ordinating technical input;</p> <p>May be required to work outside normal working hours, including nights, weekends and public holidays;</p> <p>May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> |
| <b>Measures of effectiveness</b>             | <p>Reports to the Project Control &amp; Construction Section/Division Head;</p> <p>In response to requests from the Director-General (DG) 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.</p> <p>Maintains, implements, and proposes developments where needed, for the improved efficiency of the project control project reporting system and produces associated accurate reports;</p> <p>Ensures the project control tools and software are well integrated;</p> <p>Respects the schedule for reporting on project performance and as such, completes all relevant reporting in a timely manner;</p> <p>Ensures that the content of training material is well interfaced with other related training modules;</p> <p>Maintains effective communication within the ITER Organization and with all interfacing organizations.</p>  |
| <b>Level of study</b>                        | Master or equivalent degree  |
| <b>Diploma</b>                               | Business, Finance or Project Management  |

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|---------------------------------------|---|
| <b>Level of experience</b>            | At least 5 years  |
| <b>Technical experience/knowledge</b> | <p>A PMP certification or equivalent would be advantageous;</p> <p>At least 5 years' experience in the operating of project control systems for the management of projects and portfolios of large scientific, construction or nuclear projects, including experience of operating as 'power user' in COBRA (advantageous if familiar with system administrator access);</p> <p>Strong experience of EVM application on large-scale projects;</p> <p>Proven experience in preparing concise and clear reports in English;</p> <p>Significant experience in Enterprise Resource Planning IT system such as SAP and financial processes would be an advantage;</p> <p>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.</p> |
| <b>Specific skills</b>                | MS Office standard (Word, Excel, PowerPoint, Outlook)   |
| <b>General skills</b>                 | <p>Ability to work both independently and as part of a small team; gathering support and input from all levels of hierarchy;</p> <p>Ability to dialogue with a wide variety of contributors and stakeholders;</p> <p>Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;</p> <p>Ability to persist in the face of challenges to meet deadlines with high standards;</p> <p>Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals;</p> <p>Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.</p>   |
| <b>Others</b>                         | Knowledge of various tools used for risk management and earned value management would be an advantage.  |
| <b>Languages</b>                      | English (Fluent)  |

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