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JOB DETAIL

Ref. IO2154 - 8/14/2019

Site Construction Coordinator CST-042

Main job Generalist

Department CST / Construction Department

Division CST / Construction Management Division

Job Family Functional Assistant - 3

**Application Deadline
(MM/DD/YYYY)** 09/12/2019

Grade G5

Direct employment Not required

Purpose SAP Id: 50002691

To coordinate the on-site activities on the ITER site in support to the Site Coordination managers and officers. To liaise between Construction-Management-As-Agent (CMA) and other stakeholders including project teams and Domestic Agencies (DAs) on site for the coordination and management of the contracts related to transverse activities (General Services, Lifting and Handling and scaffolding).

Please note that an organizational restructuring is planned in accordance with the needs of the organization and the evolution of the project phases. In this context, the unit of assignment of the present position may be updated in late 2019, early 2020.

**Main duties /
Responsibilities**

- Prepares the Construction Coordination meetings and follows up on relevant actions accordingly;
- Interfaces with all entities present on the ITER site in order to collect, review and coordinate activities, in particular but not limited to exclusion zones management (implying Radiological Tests - RTs and Pressure Tests for instance);
- In close link with the IO Radiological Protection Officer and the site coordination teams, ensures the definition are communicated, purchases when needed and implements necessary measures to ensure an optimized performance of the RTs;
- Prepares the handover and turnover of the buildings and follows-up on resolution of difficulties;
- Plans, prepares and documents, in coordination with construction related teams, the arrival of contractors' staff on the worksite for the defined scope of activities;
- Monitors the Permit To Work (PTW) contract and ensures that the whole site is progressively using the adequate system;
- Acts as the point of contact regarding the coordination of the requests for accessing the construction platform and specific buildings by IO staff and contractors;
- Identifies, implements, monitors and adjusts actions related to contracts on the ITER Construction site management (General Services, Agreement on Construction Shared Services, Scaffolding, Lifting and Handling, data base management for equipment and tools, etc.);
- In close link with safety team and relevant assistant(s), manages the stock for Personal Protection Equipment's as well as the radios used on site;
- Issues regular progress reports related to above mentioned activities;
- Acts as a key point of contact for contractors and collaborates with the SmartPlant manager and the IT Division to ensure efficient and reliable operation of SmartPlant construction systems;

**Measures of
effectiveness**

- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

- Validates efficiently the General Services tickets in order to avoid any delays on site for contractors;
- Maintains excellent relations with all stake-holders;
- Operates the centralized database for IO equipment and tools, and ensures the delivery of the material to the users and their return in due time;
- Ensures that all systems, documentation and records are accurate and kept up to date;
- Works closely with all stakeholders and maintains positive

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working relationships;
- Prepares well for meetings and ensures that any follow up actions related to contractors and in particular specific tests are performed within the defined schedule and cost/quality objectives.

Level of study	Bachelor or equivalent degree
Diploma	Project Management, Business mngt or Construction
Level of experience	At least 7 years
Technical experience/knowledge	<p>- At least 7 years' experience in administrative and contractual support, coordinating activities within construction in nuclear or other highly regulated industry is required.</p> <p>Technical Competencies and demonstrated experience in:</p> <ul style="list-style-type: none">- Review and management of technical documents and requirements within highly regulated environment;- Contracts management and related activities (schedule, cost control, risk management), also implementing Project Management methodologies;- Standard office applications use, such as Microsoft Excel, Word, PowerPoint and Outlook;- Radiographic and Pressure Tests collection, review and coordination is considered as an advantage;- SmartPlant software use would be beneficial.
General skills	<ul style="list-style-type: none">- Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;- Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;- Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;- Manage Complexity: Ability to gather multiple and diverse sources of information to understand problems accurately before moving to proposals/solutions;- Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity;- Ability to comprehend, analyze and clearly document work processes, across disciplines or departments;- Result driven approach is requested.
Others	The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
Languages	English (Fluent)

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