

# Job Title: Budget Management Section Leader IO0139

Req ID **1481** - Posted **01/04/2020** - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations** - **New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 10/05/2020

**Domain:** Corporate

**Department:** Finance & Procurement

**Division:** Finance & Budget Division

**Section:** Budget Management

**Job Family:** Line Management

**Job Role:** Section Leader

**Job Grade:** P5

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

## Purpose

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As Budget Management Section Leader you will be responsible for ensuring that the ITER Organization's (IO) costs stay within the approved overall project cost. You will work with budgets and secure funding for a diverse portfolio of internal clients, from construction, engineering and scientific disciplines.

You will define and develop strategies and procedures for managing these budgets and costs, in addition to managing deliverables, cost optimization and process improvements in line with the project schedule. You will also ensure optimal annual and lifecycle budget planning whilst leading a dynamic team of staff members, contractors, temporary staff and external stakeholders.

## Major Duties/Roles & Responsibilities

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- Supervises the Budget Management Section (BMA) in securing and managing the funding needed to accomplish project scope;
- Provides effective leadership for the Section to ensure that team members are motivated and constantly developing their skills and experience, also promoting team spirit and maximizing the capabilities of each individual whilst striving to achieve the project's goals;
- Manages resources and their performance, training plans, mission plans and Key Performance Indicators of the Section;

- Manages subcontractors who support section deliverables as needed, and ensures that they provide adequate value for money;
- Prepares budget and other financial papers for the Management Advisory Committee (MAC) and ITER Council, in order to secure the required annual and lifecycle financial resources for the IO;
- Oversees the preparation, management, and control of the annual and lifecycle budgets in collaboration with the Project Controls Office (PCO) and Procurement and Contracts Division (PCD);
- Together with PCO, maintains alignment between the budget and baseline, as well as between the Baseline and Overall Project Cost;
- Provides budgetary and financial support to all departments across the project in order to ensure the propagation and adherence to project rules, administrative procedures, and internal guidelines;
- Oversees the execution of the Reserve Fund and Undistributed Budget accounts;
- Oversees budget and financial reporting, forecasting, and analysis in order to support informed decision-making within the IO;
- Applies appropriate measurements and indices, as necessary, in order to adequately communicate project performance, variances, and corrective actions;
- Coordinates with the Information Technology Division on the development and implementation of reporting tools, alongside PCO on the development and maintenance of the budgetary system;
- Implements processes to ensure the quality and accuracy of the financial information in the budget and Baseline;
- Ensures the proper implementation of IO rules and regulations and develops financial circulars where needed to improve IO financial operations;
- Assures control of the interfaces and management of systems integration by collaborating with colleagues across the project, from technical departments to senior management, monitoring costs in relation to contract management, change management, risk management and earned value management.
- Provides clarification to the Domestic Agencies (DAs) on IO budgetary and financial matters, including the status of annual and lifecycle contributions, Reserve Fund payments, debit notes, etc.;
- Together with the Head of Finance and Procurement Department, reports any significant issues and risks to Senior Management and the Director-General;
- Supports technical teams in managing contracts, including supporting tools and reports on contract progress from signature to close-out and ensuring monthly accruals are completed and are reliable;
- Coordinates the financial preparation, review, implementation, and close-out of Project Change Requests, including Procurement Allocation Refinements and the Reserve Fund;
- Works with the Legal Affairs Team to prepare and negotiate supplemental agreements where necessary to ensure proper implementation of scope transfers;
- May be requested to be support 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.

## **Measures of Effectiveness**

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- Ensures the accuracy of the in-kind financial data of the ITER Organization by tracking and maintaining appropriate documentation in line with quality and accuracy guidelines;

- Responsible for actively ensuring that section deliverables meet quality standards, schedule and cost requirements;
- Maximizes human capital and people's commitment to achieving the IO goals by motivating the team, promoting team spirit and proactively identifying areas for staff to develop (and subsequently organizing relevant training etc.);
- Effectively manages deadlines and deliverables for the team within the available resources;
- Through effective communication, builds and maintains strong relationships with internal and external stakeholders;
- Ensures that project costs are maintained within approved Baseline and Budget values by identifying process improvements and actively striving to achieve cost optimization;
- Supports the execution of the Project Schedule as defined by the Organization;
- Executes and delivers work consistent with departmental targets for quality, cost, schedule, and safety.

## Experience & Profile

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- ***Professional Experience:***
  - At least 10 years' experience as responsible for managing and controlling the budget for complex organization, large-scale multi-discipline environment or similar project;
  - Project Management experience within an international environment is preferred.
- ***Education:***
  - Master's degree or equivalent in Business Administration, Finance, or Accounting field;
  - Project Management Professional (PMP) credential advantageous;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- ***Language requirements:***
  - Fluent in English (written and spoken).
- ***Technical Competencies and Demonstrated Experience in:***
  - International experience is considered advantageous;
  - Project controls is required;
  - Project Management experience is required, including cost estimating, project controls, scheduling, and risk management;
  - Strong communication, influencing and negotiating skills together with technical writing skills are required;
  - Overseeing the preparation, management, and control of annual and project lifecycle budgets;
  - Identifying and applying appropriate measurements and indices regarding project performance and variances;
  - Defining financial strategies and proposing corrective solutions as necessary;
  - Overseeing budget and financial reporting/forecasting/analysis and using this information to support informed decision-making;
  - Ability to provide effective leadership, supervising and motivating teams (managing resources, performance, and developing employees);
  - Cobra or other Earned Value Management software, and databases management;
  - Microsoft Office package and SAP or other similar ERP.
- ***Behavioural Competencies:***
  - Collaborate: Ability to facilitate 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 analyze multiple and diverse sources of information to understand problems accurately before moving to proposals;
- Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.