Job Title: Project Management Officer IO0799

Requisition ID **6631** - Posted - (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: 13/11/2022
Domain: Construction Domain
Department: Machine Construction Department
Section: Machine Assy. Planning & Cont Mgmt. Sec.
Job Family: Project Support
Job Role: Coordinating Officer
Job Grade: P4
Language requirements: Fluent in English (written & spoken)
Contract duration: Up to 5 years

Purpose

As a Project Management Officer within the Machine Planning and Contract Management Section (MPCM), you will manage the Tokamak Machine Assembly risks and opportunities, lessons learnt, in addition to providing the Machine Construction Department (MCD) management with both organizational and process support aligned to the MCD assembly strategy and objectives, while respecting safety, quality, schedule and constraints.

Background

The Machine Construction Department (MCD), under Construction Domain (CNST), is responsible to plan, manage and execute the assembly and installation works of the Tokamak Machine on the ITER work site up to commissioning readiness, in compliance with the IO rules and regulations, in order to meet the ITER Project objectives.
MCD works in close cooperation with the other CNST entities and with the other IO Domains: the Engineering Domain, the Science & Operation Domain, the Domestic Agencies, and the Corporate Domain.

Key Duties, Scope, and Level of Accountability

- Leads MCD Risks and Opportunities (R&O) management related to the Tokamak Machine Assembly by identifying and maintaining the R&O register in the IO tool (PROR), in line with IO's applicable Risk and Opportunity Management procedure, reporting R&O status periodically to the

Head of the MCD, the Division Heads and Project Control Office, implementing the action plan addressing the risks and opportunities defined actions;
- Leads MCD lessons learnt management related to the Tokamak Machine Assembly by collecting and synthesizing the captured lessons learnt in a dedicated tool and ensuring effective capitalization in the Machine Assembly through retro-feedback to MCD activities;
- Leads MCD issue management by identifying and maintaining the 'Issue Register' in a dedicated tool, proposing resolution path through analysis of the problem, creation and implementation of the agreed resolution plans in close coordination with the MCD Team members;
- Supports the implementation of all necessary tools and processes to ensure efficient, effective and appropriate organizational management and governance of the Machine Construction Department and associated Divisions;
- Contributes to the optimization of processes within the Construction Domain to ensure compliance with ITER Quality Assurance program and safety requirements;
- Produces periodic and ad-hoc reports, presentations and analyses to the senior management, management / advisory boards and steering committees, communicating and implementing decisions with follow-up of all actions assigned to the Division;
- May be requested to be part of any of the project/construction teams, task force or working group 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.

Measure of Effectiveness

- Implements necessary tools and processes to ensure efficient, effective and appropriate organizational management and governance
- Produces high quality reports and proposals within the defined schedule;
- Ensures timely identification, communication and resolution of issues, risks and opportunities within the defined quality, cost and schedule;
- Monitors efficiently the implementation of appropriate actions to quality, cost and schedule;
- Builds and maintains successful relationships with internal and external stakeholders, also enhancing the team spirit for all Tokamak Assembly activities;
- Ensures excellent coordination and communication between all stakeholders.

Experience & Profile

- ***Professional Experience:***
  - Minimum 10 years' experience in Risk and Opportunity Management and Project Management in the field of construction or engineering within complex international environments or projects;
- ***Education:***
  - Master degree or equivalent in Organization Management, Business Administration, Engineering or other related discipline;
  - Certification in Project Management (PMP or similar) is 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:***
  - Project Management: Planning and measuring progress of project work, managing risks/costs and lessons learnt for engineering/construction projects;
  - Risk & Opportunity Management: Qualification of R&O, managing risk assessments review and updates, in addition to solutions;
  - Project Control and Reporting: reporting on progress;
  - Reporting, Writing & Presentation: writing clear, synthetic and concise reports;

- Construction engineering knowledge is required;
- Technical interface management is a plus;
- Understanding of large, complex international engineering projects, including the role of regulatory bodies and appropriate governance and organizational structures;
- An understanding of the main requirements for assembly of a tokamak and the basic functionality of the machine is a plus;
- Problem Solving: Analysis of complex issues within highly constrained environment and proposing acceptable resolution plans;
- Ability to manage large data through computerized databases and provide analytics (e.g. using Power BI or TABLEAU);
- Advanced Knowldege in Planning tools (Primavera P6/MS-Projects) is a plus.

- ***Behavioral 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;
  - Builds Networks: Effectively building formal and informal relationship networks inside and outside the organization;
  - Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm;
  - Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

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.