

## Job Title: Project and Budget Controls Officer IO0862

Requisition ID **7221** - 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.

The ITER Organization (IO) is an Equal Opportunity organization committed to diversity and inclusiveness in the workplace.

As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and backgrounds that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

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:** 21/01/2024

**Department:** Administration Department

**Division:** Finance & Project Control Division

**Section:** Budget Management Section

**Job Family:** Project Support

**Job Role:** Project Coordinator – 2

**Job Grade:** P2

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

**Contract Duration:** Up to 5 years

### Purpose

As Project and Budget Controls Officer, you will serve as a project control and financial expert providing support to the Program Manager (PM) or Department/Office Head (DOH) with respect to the planning and execution of work activity and its budget, including providing reports and analysis for issue and risk management, budget execution, and cost and schedule performance. You will lead annual budget call activities, perform “what if” scenarios and propose solutions to minimize project risk exposure and optimize opportunities in the execution of the work scope.

You will provide the PM/DOH with methods, tools and processes to implement and improve their budget execution and project performance, and develop and control budget and project cost, managing multiple, complex and transversal project budgets.

You will lead, provide prioritization and guidance to the FPC Deployed Team (Scope, Scheduling, Cost, Budget and Risk) in planning, executing, monitoring and analyzing assigned project scope and allocated

budgets according to the agreed baseline schedule in support of the Program/Department work scope assigned.

You will support the PM/DOH in developing and implementing the update of the Performance Baseline (scope, schedule, cost) and annual Budgets (payments and commitments) and implement Vertical Project Cost Management (VPCM).

### **Background**

*The Finance and Project Control Division (FPC), under Administration Department (ADM), shall provide effective and efficient financial and budgetary management, reporting and controlling within the constraints of the Overall Project Cost (OPC) and Overall Project Schedule (OPS); and shall control the transactions and processes related to financial and project control activities.*

*Responsible for the overall integrity of the ITER's financial and project control (methodology, systems, tools and procedures) activities, FPC aims to serve and provide needs of all IO stakeholders: the IO internal units, the Domestic Agencies (DA) and the Members. As Resource Provider, FPC shall also enhance the capability of other units within the IO related to their financing and project control activities in order to achieve their goals and objectives in accordance with the Project's budget, stipulated schedules and fair business rules with reference to the current baseline (scope, schedule, cost of work and risks) as approved by the ITER Council.*

### **Key Duties, Scope, and Level of Accountability**

- Upon request, monitors, analyzes and reports the execution of work scope against the Performance Baseline (scope, schedule, cost & risk) and the Annual Budgets, and proposes corrective actions or mitigation measures;
- Produces monthly project performance reports and variance analysis as required including but not limited to Earned Value Management, Budget execution, and contractual performance, collating input from cost, risk, and scheduling FPC team members and suppliers;
- Responds to the annual budget call by developing and updating annual and multi-year and lifecycle commitment and payment data for assigned work scope (program) in accordance with the forecast schedule and the Performance Baseline, ensuring the alignment between cost, commitments and payments budgets;
- Develops and implements annual rolling wave improvement plans for the Performance Baseline;
- Maintains assigned scope statements and basis of estimates, consistent with cost estimate, budgets and scheduled work activities;
- Ensures timely preparation and implementation of approved Project Change Requests (PCR) in the Performance Baseline (Scope, Schedule and Cost) and Budgets (commitments and payments), and ensures their funding;
- Updates Performance Baseline and lifecycle Budgets to reflect changes in scope, strategy or schedule through the project lifecycle, ensuring the alignment between cost, commitments and payments budgets;
- Develops and maintains bottom-up Cost Estimate To Complete (ETC) for the Baseline and Budget execution for the assigned Program/Department remaining work scope as required;
- Reviews Purchase Requests (PR) and when relevant, prepares PR checklists, ensuring budget and baseline availabilities as well as proper allocation to charge codes, resources and budget articles;
- Participates in the procurement tendering processes as a financial expert;
- Collaborates with the other relevant Departments and Office (CPO) to integrate the assigned programs budget and baseline execution performance data and analysis across the Project and full IO;
- Participates as required in the preparation of reports to IC/MAC and other external bodies;
- Manages performance and budget of extra-budgetary arrangements (e.g. Earmarked Funds additional cash compensations, I-NCs), including planning, monitoring, reporting, earned value management if applicable, and their close out;
- Develops, in co-ordination with Domestic Agencies and/or Supplier physical progress measurement basis and confirms accurate status of work execution on a monthly basis;

- Ensures compliance with project control and financial policies and procedures within the assigned scope;
- May be requested to perform other duties in support of the project;
- May be required to work outside the ITER Organization (IO) reference working hours, including nights, week-ends and public holidays.

### Measure of Effectiveness

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- Generates and maintains coherent, comprehensive and understandable documentation and reports providing quantitative and qualitative analysis that are customized to the audience;
- Produces the multi-year budget proposal aligned with the Performance Baseline for the defined scope of responsibilities within the deadline;
- Ensures timely support and monitoring for the placement and the execution of contracts for the defined scope of responsibilities;
- Ensures the correct implementation and respect of financial and project controls rules and regulations;
- Manages properly change requests and its impacts on Scope, Schedule, Cost and Budget;
- Takes initiative to propose options and solutions to emerging risk and issues to the PM;
- Acts as the focal point for all PM related activities and interfaces with relevant stakeholders in CPO, Science and Integration, Engineering Services, Administration, and with DA and suppliers.

### Experience & Profile

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- **Professional Experience:**
  - Minimum 5 years' experience in the field of Project or Budget Control or related to large scale project management, contract management and controls.
- **Education:**
  - Master's degree or equivalent in Business Administration, Engineering, Project Management or other relevant discipline.
  - A professional certification in project management (PMP or similar) would be an advantage.
  - 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:**
  - Fully fluent in English (written and spoken).
- **Technical competencies and demonstrated experience in:**
  - Project management best practices: planning, measuring progress for project control budgeting, cost estimation, cost control, scheduling, and earned value management, managing risks and costs, and reporting on progress to manage programs or initiatives within the constraints of human and financial constraints;
  - Financial expertise to interpret, analyze, and apply methods and tools to understand the key financial indicators, trends, and projections;
  - Planning and budget management: knowledge and practice of annual and lifecycle budget management, planning activities and associated budgets, ensuring production within the cost framework;
  - Cost management: developing and maintaining estimates for approved scope and changes;
  - Writing and presentation: write and review contractual and technical documents in the domain of expertise, document and transmit knowledge with data, clarity, and precision;
  - Using IT databases and ERP such as SAP, Primavera, Cobra, or similar project and financial management tools;
  - Working within a complex international environments or projects is advantageous;
  - Command of MS Office, particularly in Excel.

- **IO Core 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/define problems accurately before moving to proposals;
- Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

- **Additional Behavioral Competencies:**

- Builds networks: Ability to build formal and informal relationship and networks inside and outside the organization;
- Balance stakeholders: Ability to anticipate and balance demands from the multiple stakeholders, and to prioritize tasks to meet their needs on time with the agreed quality;
- Plans and aligns: Ensures that the team's plans and priorities are aligned and coordinated across different areas of the organization;
- Financial acumen: Uses relevant financial and quantitative indicators to measure business performance.

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

- May be requested to perform other duties in support of the project as defined by your line manager, and when relevant upon the request of the matrix manager;
  - Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, and ITER Values (Trust; Integrity; Excellence; Team mind set; Diversity and Inclusiveness);
  - ITER Core Technical Competencies (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
- 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
  - 2) Occupational Health, Safety & Security
  - 3) Quality Control & Quality Assurance Processes
    - Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
    - 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 or Department 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;
    - For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, the possession of a driving license valid in France is required. No commuting vehicle will be provided by the ITER Organization.