

# Job Title: Section Leader (Machine Assembly Planning & Contract Management) CNST-004

Req ID **845** - Posted **19/10/2019** - (France, 13067 St Paul Lez Duranc) - **Assembly engineering - 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 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.

**Application deadline:** 01/12/2019

**Domain:** Construction

**Department:** Machine Construction

**Division:** Not Applicable

**Section:** Machine Assy. Planning & Contract Mgmt.

**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 Machine Assembly Planning & Contract Management Section Leader, you will develop and implement holistic, mid to long-term, contract management and planning support to the Tokamak Machine assembly major construction contracts. This role maintains current major construction contract execution strategy and coordination across the department, and manages arbitration if necessary. Provides strategic views in support of the Machine Construction Department Head, and leads the implementation of critical decisions.

## **Background**

Machine Assembly Planning and Contract Management (MPCM) section leader works directly with the Head of Machine Construction Department (MCD) specific to contract management and planning support to Machine Assembly. This section leader will be responsible for providing transversal support, including implementation of MCD decisions. Reporting directly to the MCD Head, this role will partner with all stakeholders in MCD, Plant Construction Department (PLD), the Construction Management Office (CMO), the ITER Project Control Office (PCO), and the Procurement and Contracts Division (PCD).

## **Major Duties/Roles & Responsibilities**

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- Supports and develops strategic planning of the activities within the MCD department, and identifies actions necessary to ensure smooth execution of the major Tokamak Machine Assembly and Tokamak Complex construction;

- Oversees coordination and execution of the contracts from strategy through implementation, providing arbitration as needed, via the Construction Contract Managers within the MCD;
- Implements and develops the Project Management culture within the organization, and reinforce Safety first, Quality first culture aligned with Project strategy;
- Manages staff members of the Section and supervises properly the activities of the team;
- Collaborates closely with Plant Construction Department (PLD) and Construction Management Office (CMO) to ensure coordination within the Construction Domain (CNST);
- Interacts with the Project Control Office (PCO) and the Procurement and Contracts Department (PCD) to sustain efficient contract management process;
- Proposes the budget, staffing, decision making packages, negotiation tactics, risk and opportunity management, organizational support, evolution of processes and procedures, specific to increase the efficiency in leading and managing activities consistently with managerial decisions;
- 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, week-ends and public holidays.

### **Measure of Effectiveness**

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- Develops, adapts, and maintains high standard quality & efficiency of contract strategy in MCD;
- Drives achievement of contract objectives to quality, within schedule and cost;
- Improves and strengthens project management and contract management culture within the MCD through influence and results;
- Demonstrates excellent communication competencies with various stakeholders;
- Manages staff members, managing performance, motivating them and developing their potentials.

### **Experience & Profile**

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- **Professional Experience:**
  - At least 10 years' experience including managerial responsibilities, and demonstrated experience in Project Management, Contract Management, or Strategic Planning, in large scale construction projects.
- **Education:**
  - Master, degree or equivalent in Engineering, Project or Contract Management, or Business Administration or other relevant discipline;
  - 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 experience and competencies:**
  - Contract management: preparation of tenders, awarding and executing contracts; managing all parties to ensure implementation of contractual requirements;
  - Negotiation: lead complex negotiation to reach agreement; monitors, re-negotiates, make decisions, mitigate risks, and manage disputes associated with contracts and stakeholders;
  - Project management (including procurement and contracts): plan, steer, and monitor project work, including scheduling, cost, scope, risk, & quality; tracking and reporting progress of defined scope;
  - Strategic Planning: sees possibilities, translates vision into actionable strategies;
  - Risk and Opportunity Management: measures risks and opportunities, standardizes risk assessment, review and status updates;

- People Management: provides development and direction, delegates tasks, removes obstacles allowing work to move forward;
  - Knowledge and direct experience of managing Fédération Internationale des Ingénieurs-Conseils (FIDIC) contracts or equivalent, in projects in international environment, will be beneficial.
  - **Behavioral Competencies:**
    - Ability to run holistic approach from multiple inputs and constraints, in order to establish strategic view including negotiation scheme;
    - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders; including international suppliers;
    - 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 define problems accurately before moving to solutions;
- Instill trust: Ability to model 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.