IO1960 Change Control Officer - PCO-024

General information

Job category	Standard
Status	Published
Department	PCO/ Project Control Office
Division	PCO / Component Delivery Project Control Section/Division

Job description

Main job	Project Management - Generalist
Title of the position	Change Control Officer - PCO-024
Job family	Functional Assistant - 3
Grade	G5
Direct employment	Not required
Purpose	To manage and administer the Project Performance Baseline change control process and coordinate the Baseline Change Proposal (BCP) creation, review, approval and implementation for the ITER Project. To maintain, improve and execute the Methods, Tools, Procedures and Systems in Project Control Office (PCO) for efficient baseline change control. To administer and manage the Performance Baseline Configuration Control Board meetings and the interfaces with higher level change authorities according to the Configuration Management Process.
Main duties / Responsibilities	-Organizes, monitors and coordinates the Configuration Control Board (CCB) for Performance Baseline changes; -Ensures that Performance Baseline Change Control is applied to all types of baselines (Management Baseline; Scope Baseline; Schedule Baseline; Cost Baseline; Interface with the Technical Baseline); -Contributes to the development and implementation of methodologies, systems and processes to improve the management and efficiency of Performance Baseline Change Control, approved change implementation and change management; -Contributes to, and provides leadership to PCO, in identifying and documenting the Baseline Change Proposals; -Determines the prioritization of Performance Baseline Change Proposals (BCP) to be documented and issued for approval; -Ensures effective communication on CCB decisions and actions to related stakeholders; -Ensures and coordinates with subject matter experts the implementation of approved changes in defined Baselines; -Interfaces with the Information Technology Division to ensure that the Performance Baseline Change Management System is maintained and improved when needed; -Interfaces with the Central Integration Office on Performance Baseline Changes with Configuration Management process; -Maintains the Project Control policies and procedures; -Interfaces with Quality Management regarding PCO Management baseline and the Management and Quality Program (MQP) Working Group; -Reviews that the BCP have been accurately implemented; -Develops, maintains and communicates accurate reporting on BCP (status, actions, issues, Key Performance Indicators); -Participates in the Project Academy in developing and providing training on change control; -May be required to work outside normal working hours, including nights, weekends and public holidays; -Performs other duties in support of the project schedule; -May be requested to be part of any of the project/construction teams and to perform other duties; -Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. -Reports to .the Component Delivery Project Control Section/Division Head;

Measures of effectiveness	-In response to requests from the Director-General and/or Head of PCO, or proactively, informs the DG/PCO of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives. -Completes review of BCPs in a timely manner, reporting on the timeliness of implementation of BCPs into the Performance baseline (scope, schedule, cost) and status; -Ensures quality and currency of documenting the Baseline Change Proposals; -Provides efficient support to BCP initiators to ensure quality and currency of documenting the Baseline Change Proposals; -Continuously improves the effectiveness of the BCP process with a KPI trend demonstrating the improvement; -Ensures BCP MQP documentation is up to date, and that the execution of the process is in line with approved procedures. Project Construction Phase

Applicant criteria

Level of study	Master or equivalent degree
Diploma	In Engineering or Project Management field
Level of experience	At least 5 years
	-An international Project Management Certification (PMI PMP or equivalent) is considered as an advantage.
Technical experience/knowledge	-At least 5 years' experience in the field of project management or project controls, including at least 2 years of demonstrated experience of executing integrated change control processes in complex project environment reporting against a formal baseline; -Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	-Ability to facilitate dialogue with a wide variety of contributors and stakeholders; -Ability to adjust communication content and style to deliver messages; -Ability to persist in the face of challenges to meet deadlines with high standards; -Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
Languages	English (Fluent)
Specific skills	Cobra, MS Office standard (Word, Excel, PowerPoint, Outlook), Primavera, SAP
Others	-Demonstrated Experience of the Primavera project management and planning systems; -Proficiency of SAP, EVM systems like Cobra and risk analysis software like Pert Master is advantageous; -Experience with integrated change control tools or product life cycle management solutions is advantageous; -Good command of the Microsoft Office package.