

# Job Title: Head of Finance and Project Control Division IO0015

Requisition ID **7020** - 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.

ITER Organization (IO) is an Equal Opportunity/Inclusive organization committed to diversity in the workplace, with diversity and Inclusiveness being one of the ITER Values.

As IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. 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:** 31/05/2023

**Division:** Finance and Project Control

**Job Family:** Line Management and Group Leaders

**Job Role:** Head of Division

**Job Grade:** D1

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

**Contract duration:** Up to 5 years

## Purpose

As the Head of Finance and Project Control (FPC) Division, you will support the Head of Administration Department (ADM) and the Director-General (DG) in achieving the ITER Project's objectives. This will be accomplished through financial and budgetary control of the project performance, and support to the Technical Departments and units in facilitating the achievement of their goals and objectives in accordance with the Project baseline, and defined budget with respect to rules and regulations.

You will lead the development and implementation of the Vertical Project/Cost Management (VPCM), controlling the execution of the project baseline, as well as managing project-wide risk and monitoring the implementation of decisions taken by DG. You will also interact with Deputy DG (DDG) Corporate and DDG Science and Technology as necessary.

Additionally, you will monitor and propose corrective measures to improve performance of the entire ITER Project through Earned Value Management, schedule milestones and project-wide Key Performance

Indicators, and establish and manage a Resource Loaded Master schedule.

### **Main mission of the FPC**

The FPC, under ADM, shall provide effective financial, budgetary and project control support, and reports to organizational units of the ITER Project to help them in understanding and monitoring of their delivery performance. Focusing on scope control, financing, scheduling and costing, FPC monitors ITER Project performance against milestones achievements, Project's Estimate at Completion, budgets, and stipulated schedules in respect of business rules and principles (PRMR, ITER Baseline funding principles and to the ITER values) as approved by the ITER Council.

In charge of the overall integrity of the ITER's financial and project control activities, the FPC aims to serve and satisfy all ITER stakeholders: the ITER Members, the Domestic Agencies and the IO internal units by providing financial and performance indicators, as well as explanations to allow for proper decision making.

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

- Provides effective leadership for the Division by guiding managers and team members, ensuring they are motivated, constantly developing their skills and experience, and implementing the staffing plan;
- Supports the ADM Head and DG in the development of the strategic resource planning, including a resource loaded long-term schedule, an overall cost and resource estimate, and a risk register;
- Manages costs on same axis as quality and time for a dedicated scope in order to form the core of Project Management;
- Makes the driver of the IO's financial execution based on cost for delivered work, and measures the project performance, identifying corrective actions to improve it;
- Guides and modernizes the management of finance and budgeting activities in particular for (a) accounting of transactions and preparation of Financial Statements; (b) ex ante financial control and verification; and (c) budget planning, monitoring, reporting and support to the other ITER Departments;
- Develops a culture of ownership and accountability and oversees efficiently the Project Control activities with regard to (a) ensuring accurate and consistent alignment in the areas of schedule, cost and budgets (b) Earned Value Management; and (c) the Reserve Fund;
- Monitors schedule control, cost control, costs production, resource control, risk control updating the ITER Project Risk Register, performance measurement developing and implementing an Earned Value Management System;
- Monitors the in-kind contributions from DAs in close relation with Procurement Division;
- Develops and maintains with the team cost effective, transparent and accountable policies, processes, procedures, working instructions and tools for financial and budgetary management and project control needs;
- Works with Departments/Offices in (a) planning and managing their budgets, and in ensuring compliance with financial regulations and procedures, and (b) supporting strategic procurement planning and undertaking procurement activities;
- Identifies opportunities, and anticipates risks for the Project, making sure that mitigation measures are prepared;
- Prepares reports to be presented to the IO Executive Project Board & Central Team Management Board Members, providing consistent and accurate information, statistics and reports for Finance, Budget and Project control' activities;
- Drafts documents related to the IO's Finance, Budget, Performance Indicators and Project Control for ITER Council meetings as well as Management Advisory Committee meetings;
- Facilitates the activities of the Financial Audit Board to undertake audits and reports to the ITER Council;
- Ensures smooth and efficient relationships within the Division, the Department, as well as with other units;
- May be requested 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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- Successfully manages the Project Control, and Finance and Budget activities of the organization with a high degree of efficiency, effectiveness and accuracy;
- Manages effectively interfaces among and between the IO and DAs with respect to the aforementioned processes;
- Ensures the accomplishment of the Division's mission and performance targets, and presents regular reports;
- Ensures excellent communication, cross-optimization, and synergies between the sections under FPC authority;
- Ensures effective working relationship with units across IO in achieving the ITER Project objectives;
- Ensures compliance with applicable legal and internal standards requirements within the Division's scope.

## Experience & Profile

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- **Professional Experience:**
  - Minimum 15 years of experience in finance and project management or related areas in the field of large scientific or technical initiatives within complex international environments or projects.
- **Education:**
  - At least Master's degree in Finance 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:**
  - English (working knowledge).
- **Technical Competencies and demonstrated experience in:**
  - Defining the strategy and effectively managing large budget and project control for a large and complex organization or project;
  - Implementing change management strategies, ensuring stakeholders and teams are trained and adjusted to the new process;
  - Being an excellent multitasker with strong organizational skills and good attention to detail;
  - Working well across technical units and displaying strong analytical skills;
  - Project management: execution and delivery for the implementation in all phases and aspects; managing a specific program or initiative within the constraints of human and financial resources;
  - Planning and budget management: Practice of annual and lifecycle budget management, to plan activities and associated budgets, ensuring production within the cost framework;
  - Inclusive leadership (maintaining healthy working environment), with a high level of headship for motivating and developing staff;
  - Creating an inclusive environment that promotes cross-functional analysis and effective decision making so that leaders are empowered to place decision making at the most appropriate level;
  - Problem solving: manage crises, resolves conflicts, propose, drive corrective actions and gain approval from top management;
  - Implementing and supporting complex enterprise software systems and standard IT systems consistent with managing finance and project management activities in a complex project;
  - Knowledge of nuclear plant design, construction / installation processes and commissioning approach in Nuclear Power Plants and safety regulatory procedures are considered as an advantage.

- ***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, negotiate and influence to convince internal and external stakeholders;
- 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:***

- Organizational savvy: Ability to maneuver comfortably through complex policy, process, and people-related organizational dynamics;
- Situational Adaptability: Ability to adapt approach and demeanor in real time to match the shifting demands of different situations.

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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 (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 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 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.
- 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.