

IO1529 Cost Estimation Responsible Officer ADM-128

General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Division	GEA / Procurement and Contract Division
Section	GEA/ PCD/ Procurement Core Tokamak, Controls & Site Section

Job description

Main job	Business Administration - Procurement
Title of the position	Cost Estimation Responsible Officer ADM-128
Job family	Coordinating Officer
Grade	P4
Direct employment	Not required
Purpose	<p>To provide cost estimating services to the Procurement and Contracts Division (PCD). These services will primarily be in support of, but not limited to, major IO in-cash procurements, Task Agreements (in-kind and in-cash), and selected change requests.</p> <p>To review cost estimates provided by Domestic Agencies (DAs), and to take appropriate action and/or advise PCD management regarding such estimates.</p> <p>To ensure high quality management processes for cost estimation.</p>
Main duties / Responsibilities	<p>Establishes cost estimates for major IO in-cash procurements at the highest level of detail practical given the constraints of time, manpower, and level of design of the particular procurement;</p> <p>Advises Procurement Officers within PCD in their development of financial strategies, including risk identification/sharing, formulation of tendering scenarios, cost breakdown format, etc.;</p> <p>Contributes to negotiations with contractors;</p> <p>Reviews cost breakdowns provided by DAs, evaluates for completeness, accuracy and compliance with established project guidelines, and engages in constructive dialog as necessary;</p> <p>Reviews cost estimates involving transfer of scope between the IO and the DAs, and structures and develops suitable analyses based on the nature and complexity of the scope being transferred;</p> <p>Ensures the level of estimate and associated uncertainty is in accordance with guidance established by the Association for the Advancement of Cost Engineering International (AACEI);</p> <p>Ensures correct and complete application of appropriate methodologies in preparing or reviewing cost estimates, including utilization of commercially available software and databases;</p> <p>Develops, implements, maintains and documents IO cost estimating systems and processes;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Section Leader for Procurement Core Tokamak Controls & Site Section;</p> <p>Interacts with PCD and DA personnel and IO Responsible Officers;</p> <p>In response to requests from the Director-General and/or Director of General Administration, or proactively, informs the DG/ Director of General Administration 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.</p>
Measures of effectiveness	<p>Efficient and autonomous development and validation of complex cost estimates while respecting the defined schedule;</p> <p>Demonstrated accuracy and suitability of purpose in preparing bottom-up cost estimates;</p> <p>Added value in contract negotiations and in interactions with DAs;</p> <p>Efficient assistance to IO Procurement Officers in achieving cost savings;</p> <p>Development, implementation and documentation of cost estimating systems and processes.</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering or related field
Level of experience	At least 10 years
Technical experience	At least 10 years in the area of cost estimating/cost engineering within a project environment; At least 5 years of complex construction and/or nuclear project experience; Experience in the areas of project management, risk management, tendering, contract administration, and financial oversight/budgeting.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit Ability to apply knowledge and original thinking to problem solving and issue resolution.
General skills	Professional certification from the Association for the Advancement of Cost Engineering or an equivalent recognized certification in cost engineering/estimating is desirable; Highly proficient in all key areas of cost engineering and estimating, including the preparation of top-down, parametric modeling and bottom-up cost estimates, as well as demonstrated knowledge of generally accepted industry best practices in these areas.
Languages	English (Working)
Specific skills	Primavera, SAP
Others	Highly proficient in the use of commercial estimating software; Good command of Primavera V6 and SAP or equivalent resource management tools would be an advantage; Demonstrated ability to manage the development and integration of estimating systems to be fully interoperable with other project management systems such as Primavera and SAP.