

IO1164 Facility Management Officer BSI-021

Job description

Main job	Engineering - Logistics
Title of the position	Facility Management Officer BSI-021
Job family	Project support
Grade	P3
Direct employment	Not required
Purpose	To ensure that the ITER buildings and site infrastructure are correctly operated and maintained. To monitor contract deliverables and performance within the Site Management & Logistics Section of the Buildings & Site Infrastructure Directorate (BSI) at ITER.
Main duties / Responsibilities	<p>Manages the Facility Management contracts and represents the ITER Organization in the technical implementation of the contract;</p> <p>Writes, implements and follows up other contracts needed to support the activities of the Section, in collaboration with the Procurement and Contracts Division;</p> <p>Assesses contractors' performance and sets up and analyses Key Performance Indicators;</p> <p>Develops short, medium and long term work plans for ITER infrastructure management;</p> <p>Writes and updates internal procedures pertaining to the activities of the Section;</p> <p>Advises the Section Leader on all matters related to contracts and reports to the Section Leader on contractors' performance and issues arising;</p> <p>Maintains up to date, in close relation with Safety, Quality and Security Department, knowledge of specific French Regulations pertaining to the operation and maintenance of industrial and nuclear facilities;</p> <p>Maintains up to date knowledge of industry best practice in the field of Facility Management, in particular of Nuclear Installations;</p> <p>Takes part in the on call duty team which requires occasional attendance at work outside normal working hours;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Strategic Management Plan;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Site Management & Logistics Section Leader.</p> <p>In response to requests from the Director-General and/or BSI Director , or proactively, informs the DG / BSI Director 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> <p>Acts as an interface between the facility management contractors and the ITER Organization.</p> <p>Acts as an interface with third parties for matters related to utility supplies, releases and environment.</p> <p>Interfaces directly with ITER Departments and staff for matters related to Facility Management.</p>
Measures of effectiveness	<p>Completes procurement activities in a timely manner within defined costs;</p> <p>Completes reporting activities in a timely manner and to a high level of quality;</p> <p>Ensures that Key Performance Indicators of contractors show a positive trend.</p>

Applicant criteria

Level of study	Master or equivalent degree
Level of experience	At least 8 years
Technical experience	<ul style="list-style-type: none"> - Successful experience in the field of facility management of large industrial facilities. - Experience in the field of Nuclear Installation Facility Management would be advantageous.
Project experience	At least 8 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to effectively multi-task, Good planning and organisational skills
General skills	Experience in coordinating small teams.
Languages	English (Working)

Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Free criteria	French language skills would be considered as an advantage