

# IO1256 Project Control Systems Specialist CIE-223

## General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Project Controls Division
Section	CIE/PCO/Project Control Monitoring Section

## Job description

Main job	Project Management - Generalist
Title of the position	Project Control Systems Specialist CIE-223
Job family	Organizational Support Officer - 1
Grade	G6
Direct employment	Required
Purpose	<p>-To develop and manage project control methodologies and tools consistently with industry best practices.</p> <p>-To ensure the consistent integration of scope, schedule and cost within the ITER project control and reporting systems.</p>
Main duties / Responsibilities	<p>-Develops functional specification for the ITER Project Controls Reporting System (PCRS) and ensures that it meets the functional requirements of the end users and that enhancement of the system is planned and performed in a timely manner;</p> <p>-Ensures consistent integration of scope, schedule and cost within the reporting systems (Primavera 6, Cobra, SAP, ITER Procurement Databases, Project Change Management System);</p> <p>-Develops and maintains the PCRS System description and user documentation;</p> <p>-Administrates the PCRS and the Primavera Database, Cobra in collaboration with other stakeholders such as Finance and Budget and Information Technology (IT);</p> <p>-Supports the Section Leader in the preparation of Project Controls Reporting Systems policies and procedures in collaboration with other stakeholders such as Finance and Budget and IT and prepares relevant working instructions;</p> <p>-Coordinates and manages the provision and format of data that will be used for monthly IO and DA performance reviews and monthly reports;</p> <p>-Ensures that Project Controls Reporting Systems policies and methodologies are applied consistently with industry best practice and international standards;</p> <p>-Organizes and executes training to ensure that the technical officers are aware of and able to implement the project control reporting systems;</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>
Measures of effectiveness	<p>-Reports to the Project Control Monitoring Section Leader;</p> <p>-Interfaces closely will the ITER Finance and Budget to ensure timely and accurate reporting of the project cost performance and interacts with the Domestic Agencies for all matters relating to project performance and reporting;</p> <p>-In response to requests from the Director-General and/or the Central Integration &amp; Engineering (CIE) Director of Directorate, or proactively, informs the DG/ CIE Director of Directorate 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>-Develops, implements the project control project reporting system and ensures the project control tools and software are well integrated;</p> <p>-Respects the schedule for the reporting on project cost and budget data and ensures that corrective actions are promptly developed;</p> <p>-Maintains effective communication within the ITER Organization and with all interfacing organizations.</p>

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Engineering or Project Management
Level of experience	At least 5 years
Technical experience	<ul style="list-style-type: none"> <li>-Experience in the establishment of project control systems for the management of projects and portfolios of large scientific and/or nuclear projects;</li> <li>-Proven experience in project management or project control;</li> <li>-Ability to coordinate the activities of geographically dispersed team and to monitor service contracts.</li> </ul>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	<ul style="list-style-type: none"> <li>-Ability to manage effectively the interactions with other ITER Directorates and Domestic Agencies;</li> <li>-Ability to prepare concise and clear report in English.</li> </ul>
Languages	English (Working)
Specific skills	Cobra, MS Office standard (Word, Excel, PowerPoint, Outlook), Primavera, SAP
Others	Knowledge of other tools used for risk management and earned value management.