

# IO1620 Construction Interface Management Officer CST-026

## General information

Job category	Standard
Status	Published
Department	CST / Construction Department
Division	CST / Construction Management Section/Division

## Job description

Main job	Engineering - Construction
Title of the position	Construction Interface Management Officer CST-026
Job family	Coordinating Engineer
Grade	P4
Direct employment	Not required
Purpose	<p>As part of the construction delivery support team, to be responsible for the management of interfaces that affect construction.</p> <p>To identify technical, operational and contractual interfaces and to proactively reach resolution of issues and ensure effective communications with engineers, construction managers and horizontally across the construction department.</p> <p>Ensures robust systems and processes to identify and manage interfaces that affect construction activities;</p> <p>Develops and maintains an overall interface plan covering all identified and potential interfaces;</p> <p>Establishes a system by which the IO construction department, engineers and contractors coordinate their activities to effectively manage interfaces;</p> <p>Is responsible for the interface between Engineering departments and the Construction Management-as-Agent contractor, in particular the exchange of Engineering Work Packages;</p> <p>Supervises the efficient processing of technical queries, requests for information, deviation requests and ensures with all affected parties that they are closed out in a timely manner, including supervision of the Construction Management-as-Agent contractor;</p> <p>Implements full coordination between Construction, Engineering and contractors to ensure timely exchange of information for correct preparation and execution of works;</p> <p>Analyses technical and operational issues, seeks solutions and ensures their implementation;</p> <p>Supervises the Construction Management-as-Agent contractor regarding the management of scope;</p> <p>Builds and maintains relationship with internal and external stakeholders;</p> <p>Anticipates any potential issue and reports to the line management with proposals of solutions when necessary;</p>
Main duties / Responsibilities	<p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Head of the Construction Management Section/Division;</p> <p>Interfaces with other staff in the Construction Department, Engineering departments and the Construction Management-as-Agent contractor;</p> <p>In response to requests from the Director-General and/ Construction (CST) Department Head, proactively informs the DG and/or CST Department Head 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>Effective and timely management of interfaces, reductions in delays, claims and disputes;</p> <p>Ensures the timely and efficient treatment of Non-Conformance Report, Request for Information and technical queries;</p> <p>Ensures the efficient, timely and safe progress of construction works for their scope of work.</p>

## Applicant criteria

Technical experience/knowledge	Level of study	Master or equivalent degree
	Diploma	Engineering
	Level of experience	At least 10 years
		Knowledge of project management methodologies; At least 10 years' experience in engineering and construction management within complex construction projects;
		At least 5 years' experience working in interface management in construction projects; International experience of construction projects is required; Experience of construction in nuclear or other highly regulated industry is required; Experience in coordinating activities; Excellent safety record on previous projects.
	Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
	General skills	Leadership and ability to communicate widely in a multi-cultural environment. Ability to negotiate effectively in particular in relation to claims and disputes, to manage conflict and maintain efficient working relationships;
	Languages	English (Fluent)
	Others	Experience using modern project management tools.