

IO1240 Project Reporting Officer CIE 224

General information

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

Job description

Main job	Project Management - Generalist
Title of the position	Project Reporting Officer CIE 224
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To develop project performance reporting policies and methodologies consistently with industry best practices and international standards and ensure that these are effectively applied throughout the whole project.</p> <p>To manage the Project performance reporting process and contribute to the continuous improvement of the ITER performances.</p>
Main duties / Responsibilities	<p>Develops the ITER Project performance reporting methodologies, procedures and relevant working instructions and oversees over their implementation across the whole organization; Coordinates the preparation of planning documents and reports in conjunction with other divisions and Domestic Agencies to define the ITER Organization's (IO) strategy; Analyses the project performance and prepares periodic progress reports, performance indicators and metrics to be used by the ITER Senior Management; Proactively develops and suggests strategies for the improvement of the schedule execution; Ensures that any issue and risk affecting the execution of project schedule is promptly reported and assessed at appropriate level; Organizes and executes training to ensure that the technical officers are aware of and able to implement the project reporting procedures;</p> <p>Prepares functional specifications for automated reports and reporting tools; Supports the Section Leader and the Division Head in the execution and follow-up of monthly performance reviews; Interacts with the other units inside the ITER Organizations and with the ITER Domestic Agencies (DAs) to ensure that cost and schedule constraints are adequately considered during the definition of the ITER baseline configuration and that planning documents are used for the allocation of the IO resources and budgets to execute; Performs other duties linked to the above purpose upon management request, as necessary; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; 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>Acts as an interfaces between the section and other units in ITER and in the Domestic Agencies for the areas of his responsibilities;</p> <p>In response to requests from the Director-General and/or Director of Central Integration & Engineering (CIE) Directorate or proactively, informs the DG/Director of CIE 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 effectively and implements project performance reporting policies;</p> <p>Respects the schedule for the reporting of project performance and ensures that schedule recovery actions are promptly developed;</p> <p>Maintains effective communication within the ITER Organization and with all interfacing organizations</p>

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Engineering/ Project Management
Level of experience	At least 7 years
Technical experience	At least 7 years' experience in the management of projects and portfolios of large scientific and/or nuclear projects; Experience in Project management training; Successful experience supervise the activities of planning and reporting officers through the entire supply chain.
Project experience	6 to 10 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, Good negotiation skills
General skills	Excellent capability to promote team work and to manage effectively the interactions with other Technical Directorates and Parties (DAs). Ability to communicate and negotiate effectively with counterparts in other organizations.
Languages	English (Working)
Specific skills	Cobra, Primavera, SAP