

# IO1291 CIE-216 Planning Officer

## 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	CIE-216 Planning Officer
Job family	Experienced Functional Support - 3
Grade	G5
Direct employment	Required
Purpose	<p>To support the Project Control Monitoring Section Leader in the management of Scheduling activities in the IO (Iter Organization) directorates, from the preparation of scheduling data to the analysis and reporting on the schedule performance, in close collaboration with the Responsible Officers (RO) within the ITER Organization (IO) and with the Domestic Agencies (DA). Planning officer is in charge of planning and scheduling activities for Tokamak Directorate (TKM).</p> <ul style="list-style-type: none"><li>- Coordinate the development of an integrated planning system between the ITER Organization and DAs;</li><li>- Monitors the schedule performance review by performing regular analysis and measuring completion of activities, in close relations with concerned responsible officers;</li><li>- Coordinates all the scheduling activities of the assigned directorate, reports the Project Controls Division and issues regular reports for the TKM Directorate;</li><li>- Analyses the project schedule performance by assessing the variances between the current schedule and the baseline schedule and compares and highlights deviations in particular critical ones;</li><li>- Performs critical path analysis and proposes corrective actions on schedule by taking into account technical challenges and constraints, and in view of ensuring overall project completion in time;</li><li>- Prepares regularly standard and ad-hoc status and progress reports on schedule achievements to be used by other project management areas - change, risk or cost mgmt -, and for submission to the Members of the Project Board Meeting;</li><li>- When necessary, proposes change requests to reduce negative schedule variances, and/or schedule updates, taking into account overall integrated planning of the project. Assists in developing recovery schedules;</li><li>- Coordinates activities of schedulers working for the TKM Directorate, and oversees the general quality of the schedules to ensure efficient, timely and accurate progress reporting and adequate implementation of scheduling processes;</li><li>- Supports the development of the Integrated Project Schedule for the overall project schedule management using Primavera P6, and ensures accuracy of schedule data recorded in the systems;</li><li>- Supports the development of Detailed Work Schedule (DWS) for Design, Safety &amp; Licensing, Construction, Installation and Commissioning activities;</li><li>- Participates in the review of the detailed procurement package schedules provided by the DAs;</li><li>- Performs other duties in support of the project schedule as described in the Detailed Work Schedule (DWS) and the Strategic Management Plan;</li><li>- Performs other duties linked to the above purpose upon management request, as necessary;</li><li>- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li></ul>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>- Reports to the Project Control Monitoring Section;</li><li>- Acts as an interface between the Project Controls Division and the Divisions within the ITER Organization as well as Domestic Agencies with regard to planning &amp; schedule;</li></ul>

Measures of effectiveness	<ul style="list-style-type: none"> <li>- In response to requests from the Director-General and/or the Director of 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.</li> <li>- Successfully contributes to the Project Controls Division's organization, duties and responsibilities;</li> <li>- Contributes to improvements of the Schedule Performance at the Directorate Level in line with the progress of activities;</li> <li>- Issues accurate monthly report of the Schedule Performance to the TKM Directorate and the line management;</li> <li>- Provides timely information about the Schedule Performance to the TKM Directorate and to the line management.</li> </ul>
	Project Construction Phase

## Applicant criteria

Level of study	Bachelor or higher degree
Diploma	Project management or other relevant discipline
Level of experience	At least 8 years
Technical experience	<ul style="list-style-type: none"> <li>- Experience in the project management, with at least 5 years' experience with scheduling software, preferably in Primavera;</li> <li>- Experience in planning efforts in international science, preferably nuclear projects;</li> <li>- Experience in coordinating the activities of planners;</li> <li>- Sound understanding of science and technology, preferably with knowledge of Research &amp; Development and fusion.</li> </ul>
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
General skills	<ul style="list-style-type: none"> <li>- Capability to recognize the essential issues from non-critical items;</li> <li>- Ability to work independently with minimal supervision;</li> <li>- Demonstrated ability to produce high quality results;</li> <li>- Strong interpersonal skills to work effectively in an international environment;</li> <li>- Capability to work towards Departmental goals with a high level of autonomy.</li> </ul>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), Primavera
Others	A certification in Project Management is desirable.