

IO1554 Project Control Office Deputy Head PCO-006

General information

Job category	Standard
Status	Published
Department	PCO/ Project Control Office

Job description

Main job	Executive Management - Executive Management
Title of the position	Project Control Office Deputy Head PCO-006
Job family	Specific jobs
Grade	P6
Direct employment	Required
Purpose	<p>To provide support and bring expertise to Project Control Office (PCO) Head, and to the Director General, the Deputy Director Generals regarding project management aspects.</p> <p>To ensure control of the economic parameters of the ITER Project and to provide support to administration for the financial variables of the Project.</p> <p>To control the project baseline by defining the Work Breakdown Structure (WBS) associated with the Organization Breakdown Structure (OBS), the Cost Breakdown Structure (CBS) and the Resource Breakdown Structure (RBS), the Resource-loaded Long-term Schedule and Baseline (RLSB) as well as managing the Project-wide issues and risks.</p> <p>To establish and maintain performance measurement practice for both Central Team (CT) and Domestic Agencies (DAs), including Key Performance Indicators (KPIs) and Earned Value Management (EVM).</p> <p>To provide managerial oversight for activities of the Project Control Office and ensure that the expected outcomes defined by the Project Control Office Head are delivered on time.</p>
Main duties / Responsibilities	<p>Shares with the PCO Head the responsibilities that the schedule control, cost control, budget planning, resource planning, risk control, performance measurement and reporting, project management baseline document management, and project management fulfill the requirements of the entire ITER Project;</p> <p>Supports development of a RLSB through long-term schedule development, WBS development, resource estimation and risk management;</p> <p>Implements ITER Project-wide project management practice including hands-on project management support, coaching and training wherever appropriate;</p> <p>Owns Project Management Plan (PMP) and implements ITER Project-wide project management procedures defined in PMP, and ensure processes are properly implemented by all staff;</p> <p>Manages properly the WBS as well as OBS, CBS and RBS, in collaboration with Central Integration Office (CIO), Finance & Procurement Department (FPD) and Human Resources Department (HRD);</p> <p>Measures the project performance especially in the area of critical path component deliveries, and identifies performance improvement opportunities to the top management in a timely manner;</p> <p>Establishes strategic resource and budget planning in collaboration with CIO, HRD and FBD;</p> <p>Supports resolution of ongoing technical issues through proper project management in collaboration with CIO and technical departments;</p> <p>Anticipates and identifies potential risk to the project and ensures that the mitigation measures is implemented;</p> <p>Supports transformational changes and inspires the team toward a sustained focus on business conduct, timely completion and appropriate decision making;</p> <p>Supports management of the work implementation plans of the PCO and coordinates with CIO for design control, configuration management, issues and risks management, and document management;</p> <p>Builds and maintains relations with internal stakeholders and DAs;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics;</p> <p>Performs other duties upon request by top management or PCO Head, as necessary.</p> <p>Reports to Project Control Office Head;</p> <p>Interfaces with other Departments in ITER Organization, and the DAs for all matters of his/her</p>

Measures of effectiveness	responsibility; In response to requests from the Director-General (DG) and/or RCO (Relationship Coordination Officer), or proactively, informs the DG/RCO 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.
	Supports effectively the Project Control Office Head in all his/her responsibilities; Under the supervision of the DDG/RCO and PCO Head, proposes priorities of actions and supports their prompt execution; Prevents and resolves problems to recover delayed activities and/or to prevent further delay; Contributes under the supervision of the PCO Head that a fully consistent and complete technical baseline is maintained through implementation of the management plans established; Assists the PCO Head in his responsibility to insuring that Project Management deliverables provided by IO meet safety standards, quality schedule and cost requirements; Ensures that the IO is complying with the established processes under the Quality Assurance Program and Project Management Plan for his/her scope of responsibility.
Project Construction Phase	

Applicant criteria

Technical experience/knowledge	Level of study	At least Master's Degree or equivalent
	Diploma	Business/Project Management, Engineering field
	Level of experience	At least 20 years Accreditation in Project Management is considered as an advantage.
		At least 20 years' experience in the fields of Project Management, Technical Integration and/or Plant Engineering in large scale projects for the construction of nuclear power plants, fusion facilities or other large plants; Experience and skills in Project Control and Management, especially in schedule control, cost control, performance management and strategic planning in an international environment; Overall knowledge on project design engineering processes, procurement processes and construction & commissioning schemes.
	Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit Experience in coordinating activities and influencing high level stakeholders;
	General skills	Ability to communicate efficiently, and to maintain healthy and open relationships with various project stakeholders. Ability to communicate clearly and write technical reports.
	Languages	English (Fluent)
	Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) Computer & IT skills consistent with managing a complex one-of-kind technical project;
	Others	Overall understanding of the information systems generally being utilized for the management and control of large scale plant construction projects.