

IO2046 Manufacturing & Contract Mgt Officer TCWS-038

General information

Job category	Standard
Status	Published
Department	PED / Plant Engineering Department
Division	PED / Tokamak Cooling Water System Division

Job description

Main job	Business Administration - Contracts
Title of the position	Manufacturing & Contract Mgt Officer TCWS-038
Job family	Engineer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To be accountable for Contract follow-up (procurement & manufacturing processes) of various Tokamak Cooling Water System (TCWS) equipment, from technical specification development to equipment delivery and commissioning;</p> <p>To be part of the TCWS Project Team (PT) and to integrate on-site activities in close collaboration with the IO Construction Department and Construction Management as Agent (CMA);</p> <p>To support contract management for the ITER Organization (IO) manufacturing activities.</p> <p>Manages the execution of multiple contracts to manufacture nuclear mechanical and electrical equipment for TCWS;</p> <p>Interfaces with the US-Domestic Agency (DA) and support the procurement of non-nuclear equipment from the headquarters of the US ITER Project Office (USIPO);</p> <p>Evaluates and advises on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation and defines Key Performance indicators (KPIs) ;</p> <p>Makes sure that manufacturing and inspection plans, as well as corresponding procedures, are timely generated, reviewed and approved;</p> <p>Follows-up the manufacturing process by reviewing all supplier documentation and drawings, integrating updates from design/site construction, attending manufacturing hold points, coordinating between the Agreed Notified Body (ANB), the supplier and the ITER Nuclear-Non Nuclear Pressurized Equipment Network, supporting the management of supplier Deviation Requests, etc.;</p> <p>Supports the TCWS Division and PT leader in preparing the Detailed Work Schedule (DWS), the Annual Work Plan (AWP), the specific plans for the Final Design of TCWS; the procurement and pre-assembly of the TCWS piping and commissioning of nuclear equipment;</p> <p>Assists in managing the procurement process including preparation of tendering documents;</p> <p>Updates the resources loading in TCWS as associated to the time schedule of the relevant deliveries for each individual piece of equipment;</p>
Main duties / Responsibilities	<p>Formulates budget and cost estimates to support plans, programs, and activities;</p> <p>Identifies and evaluates emerging risks and suggests mitigation and corrective actions;</p> <p>Evaluates tenders, participating in evaluation boards, and making recommendations for contract awards in collaboration with Procurement and Contracts Division;</p> <p>Manages contracts performance, schedule, and cost; and control changes to the best interest of the Project;</p> <p>Analyzes (on a quantitative and/or qualitative basis) risk and propose risk management strategies to continually update the risk register for TCWS;</p> <p>Collects, compiles, assembles, and analyzes data for financial and technical documents;</p> <p>May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays;</p> <p>May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct.</p>

Measures of effectiveness	<p>Under the coordination of the TCWS Team Leader, reports to the Division Head of TCWS; Acts as interface with other internal and external resources for the installation activities for all Balance of Plant Areas; In response to requests from the Director-General (DG) and/or Plant Engineering Department (PED) Head, or proactively, informs the DG/ PED 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>
	<p>Coordinates efficiently schedule & cost management activities for TCWS equipment arrangement; Assures timely and on-budget delivery of TCWS piping and components. Implements and demonstrate the increase of project management efficiency of TCWS processes via KPIs for the management, progressing, and evaluation of work performed on a portfolio of contracts; Develops regular reports before deadlines; Develops and maintains project plans, milestones, change control, and risk management plans.</p>

Applicant criteria

Level of study	Master or equivalent degree
Level of experience	At least 8 years
Technical experience/knowledge	<p>Master's degree in Mechanical/Nuclear Engineering or Business Administration, Project or Construction Management or equivalent; Good knowledge of construction management, contract management, cost estimation, and scheduling is an advantage; Experience for the preparation of complex work plan and resource loading; knowledge of Earned Value Management is an advantage; Project Management Professional credential is considered an advantage.</p>
	<p>At least 8 years' experience in the project management of the construction of a large program preferably in an international environment and in the nuclear or oil & gas field; Experience preparing financial and budgeting presentations and technical documents, preferably in a large organization; Excellent Project Management experience, including cost estimating, earned value, and risk management is required</p>
General skills	<p>The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains; Ability to work autonomously with minimal supervision; Ability to dialogue with a wide variety of contributors and stakeholders; Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment; Ability to persist in the face of challenges to meet deadlines with high standards; Ability to gather multiple and diverse sources of information to define problems accurately before moving to proposals; Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.</p>
Languages	English (Fluent)
Others	<p>Knowledge of MS Office standard (Word, Excel, PowerPoint, Outlook) is required; Experience using Document Control and SharePoint software is appreciated. Financial and budgeting software knowledge is a distinct plus. Knowledge of PRIMAVERA software is an asset.</p>

