

IO1435 Cost Estimation Officer ADM-128

General information

| | |
|--------------|---|
| Job category | Standard |
| Status | Published |
| Department | ADM/Department for Administration |
| Division | GEA / Procurement and Contract Division |
| Section | GEA/ PCD/ Procurement Core Tokamak, Controls & Site Section |

Job description

| | |
|--------------------------------|--|
| Main job | Business Administration - Procurement |
| Title of the position | Cost Estimation Officer ADM-128 |
| Job family | Functional Officer - 2 |
| Grade | P3 |
| Direct employment | Not required |
| Purpose | <p>To provide cost estimating services to the Procurement and Contracts Division. These services will primarily be in support of, but not limited to, major IO in-cash procurements, Task Agreements (in-kind and in-cash), and selected change requests.</p> <p>To review and take appropriate action on Domestic Agencies cost estimates when necessary.</p> |
| Main duties / Responsibilities | <p>Establishes cost estimates for major IO in-cash procurements at the highest level of detail practical given the constraints of time, manpower, and level of design of the particular procurement;</p> <p>Advises Procurement Officers within the Procurement and Contracts Division in developing financial strategies, including risk identification/sharing, formulation of tendering scenarios, cost breakdown format, etc.;</p> <p>Participates in negotiations with contractors;</p> <p>Reviews cost breakdowns provided by Domestic Agencies, and analyzes these for accuracy and compliance with established project guidelines;</p> <p>Reviews cost estimates involving transfer of scope between the IO and the Domestic Agencies;</p> <p>Ensures the level of estimate and associated uncertainty is in accordance with guidance established by the Association for the Advancement of Cost Engineering International (AACEI);</p> <p>Ensures utilization of appropriate methodologies and commercially available software and databases in preparing or reviewing these cost estimates;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>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 Section Leader for Procurement Core Tokamak Controls & Site Section;</p> <p>Interacts with PCD and DAs and IO Responsible Officers;</p> <p>In response to requests from the Director-General and/or Director of General Administration, or proactively, informs the DG/ Director of General Administration 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>Independent development and validation of cost estimates;</p> <p>Demonstrated accuracy of bottom up cost estimates;</p> <p>Added value in contract negotiations and in interactions with Domestic Agencies;</p> <p>Efficient assistance to IO Procurement Officers in achieving cost savings;</p> <p>Development, implementation and documentation of cost estimating systems and processes.</p> |
| | <p>Project Construction Phase</p> <p>ID SAP: 50000309</p> |

Applicant criteria

| | |
|----------------------|---|
| Level of study | At least Master's Degree or equivalent |
| Diploma | Business Management, Engineering or Construction |
| Level of experience | At least 8 years |
| Technical experience | At least 8 years in the area of cost estimating/cost engineering within a project environment; At least 4 years of complex construction and/or nuclear project experience; Basic experience in the areas of project management, risk management, tendering, contract administration, and financial oversight/budgeting. |
| Social skills | Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit Ability to apply knowledge and original thinking to problem solving and issue resolution. |
| General skills | Highly proficient in all key areas of cost engineering and estimating, including the preparation and review of approximate, preliminary, definitive and detailed cost estimates, as well as being knowledgeable about the generally accepted industry best practices in these areas; Professional certification from the Association for the Advancement of Cost Engineering (or equivalent) is desirable. |
| Languages | English (Working) |
| Specific skills | Primavera, SAP |
| Others | Highly proficient in the use of commercial estimating software; Good command of Primavera V6 and SAP or equivalent resource management systems would be an advantage; Demonstrated ability to manage the development and integration of estimating systems to be fully interoperable with other project management systems such as Primavera and SAP. |