

# IO1925 Risk & Opportunity Management Officer - PCO-016

## General information

Job category	Standard
Status	Published
Department	PCO/ Project Control Office

## Job description

Main job	Business Administration - Generalist in Business Administration
Title of the position	Risk & Opportunity Management Officer - PCO-016
Job family	Functional Officer - 1
Grade	P2
Direct employment	Not required
Purpose	<p>-To manage Risks and Opportunities (R&amp;O), as well as (non-technical) Issues (together called Issue, Risk and Opportunity (IRO) for a given scope of WBS / OBS / PBS ( scope area').</p> <p>-To support and coach the R&amp;O Reporters in charge to mitigate risks or enable opportunities.</p> <p>-To support the ITER Risk &amp; Opportunity Management Coordinator in the development and monitoring of ITER's capabilities on Issue, Risks and Opportunities (IRO) Management , by implementing methods, processes, tools and governance rules for IRO identification, assessment, prioritization and management planning, IRO reporting, IRO analyses as well as IRO response planning, monitoring and controlling.</p> <p>For the assigned scope area':</p> <ul style="list-style-type: none"> <li>-Drives all necessary R&amp;OM activities;</li> <li>-Identifies, assesses, levels and prioritizes IROs;</li> <li>-Ensures implementation, monitoring and controlling of IRO Response Plans and their related scheduled action, coordinating and supervising the contributions of stakeholders;</li> <li>-Contributes to minimizing the effects of Issues, Risks and to maximizing the effects of Opportunities on the overall project objectives;</li> <li>-Reports on IRO status to relevant ITER Organization-Central Team (IO-CT) and ITER Organization-Domestic Agencies (IO-DA) stakeholders, alerting on any potential problems;</li> <li>-Organizes and carries out regular IRO Management reviews;</li> <li>-Facilitate the integration of DA provided Risk and Opportunity assessments as indicated in the Procurement Arrangement;</li> </ul>
Main duties / Responsibilities	<ul style="list-style-type: none"> <li>-Implements the IRO cycle review roll-out program for IO-CT, guiding and supervising contributors when necessary;</li> <li>-Identifies and analyzes IROs, as well as their Response Plans with their related actions;</li> <li>-Contributes to the development of a probabilistic schedule analysis with the Risk information collected through the Risks and Opportunities Register;</li> <li>-Contributes to the development of a dedicated IRO Management Key Performance Indicators, with regards to exposure of the ITER Project to IROs;</li> <li>-Contributes to the development of an IRO maturity model and continuously improves it;</li> <li>-Provides regular reports to support senior management decisions;</li> <li>-May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;</li> <li>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li> <li>-Under the supervision of the ITER Risk &amp; Opportunity Management Coordinator, reports to the Project Control Office Head;</li> <li>-Interacts in close collaboration with the PCO peers and Responsible Officers (RO) within the ITER Organization (IO);</li> <li>-Liaises closely with the Central Integration Office (CIO) on all topics related to the use of PIM to manage non-technical Issues;</li> <li>-Interfaces with the DAs to ensure full compliance of their Risk and Opportunity Management and non-technical Issue approaches;</li> <li>-In response to requests from the Director-General and/or PCO Head, or proactively, informs the DG/PCO 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.</li> </ul>
Measures of effectiveness	

For the assigned scope area':

- Implements and monitors efficiently the reduction of the overall Risk exposure of the ITER Project in terms of potential cost overrun and delays to First Plasma;
- Provides the ITER Project with both, qualitative and quantitative analyses of IROs within the defined deadlines;
- Provides regular comprehensive and accurate reports;
- Excellent team & stakeholders feedback on communication capabilities.

Project Construction Phase

SAP Id: 50004301

## Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Business related degree
Level of experience	At least 7 years
Technical experience/knowledge	<ul style="list-style-type: none"><li>-A certification in Risk Management is desirable.</li><li>-At least 7 years' experience IRO management;</li><li>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.</li></ul>
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <ul style="list-style-type: none"><li>-Ability to dialogue with a wide variety of contributors and stakeholders and adjust accordingly communication style and messages;</li><li>-Ability to analyze multiple and diverse sources of information to define problems and priorities accurately;</li></ul>
General skills	<ul style="list-style-type: none"><li>-Ability to work independently with minimal supervision;</li><li>-Demonstrated ability to produce high quality results;</li><li>-Capability to stage activities with relevant milestones and schedule with a high level of autonomy;</li><li>-Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.</li></ul>
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	<ul style="list-style-type: none"><li>-Good command of the Microsoft Office package;</li><li>-Good experience with IRO Management software tools.</li></ul>