

Job Title: Systems and Material Coordinator IO0746

Requisition ID **4781** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Engineering of Systems - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

Application deadline: 07/11/2021

Domain: Construction

Department: Construction Management Office

Section: Site Planning and Coordination

Job Family: Engineering

Job Role: ENGN Project Coordinator

Job Grade: P2

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

In this role, you will coordinate, implement, support, train and manage the integration of all SmartPlant Material (SMat) modules, in addition to supporting overall project material management requirements and creating the applicable SMat-Purchase Orders (PO) as necessary to facilitate installation on the Construction Site.

Background

ITER's Material Management necessitates a rigorous information and material flow inside the ERP-system dedicated to the supply chain (SMat), from the source at the supplier's workshop until the use at the construction site. In line with each delivery milestone, each scope of supply needs to be accompanied by a SMat-PO. The creation of this specific PO must be after the Final Design Review (FDR) stage, and in line with the identification and control of items process to ensure the full traceability of the materials, including the ones not yet in inventory.

This position is assigned to the Integrated Materials & Logistics Management Group (ILMG).

Key Duties, Scope, and Level of Accountability

- Ensures alignment of the SMat-PO at the supplier level for In-Kind and In Cash Procurement;
- Certifies that the delivery note or packing list includes the SMat PO-number, by performing checks to ensure that each item is fully tagged or at least identified through a PNI-number;
- Uploads and updates the Purchase Orders in SMat in line with suppliers and IO inputs;
- Acts as interface with all design and construction stakeholders to ensure the correct timing and accuracy of the delivered inputs;

- Ensures Bill Of Materials (BoMs) and Materials Take Off (MTOs) are properly managed, for data integrity, input and maintenance data in SMat;
- Visits the construction site and warehouse regularly to identify areas for improvement for the global supply chain;
- Assesses the Material Management processes used and proposes ideas and implementation plans to improve and streamline these processes;
- Coaches the Iter Project Associates seconded to Material Management Group in their activities in order to search the best performance of the team;
- Works in an integrated mode with the warehouse operator and the Construction Manager as Agent, identifying gaps and proposing solutions;
- Based on lessons learned and own experience, anticipates the future risks or issues and implements mitigation actions;
- Advises and guides the Technical Responsible Officers (TRO) to ensure correct cataloguing of the BoMs of the installation drawings;
- Verifies the quality of the scope of supply according to the needs of SMat and ensures traceability through delivery to IO warehouses;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, week-ends and public holidays.

Measure of Effectiveness

- Timely provision and upload of all necessary forms/information in the system (SMat-Purchase Orders, Cataloguing, BOMs and MTOs any other relevant data), before the Manufacturing Readiness Review for each component and item. This timely creation and the accuracy of the PO in SMAT will be measured through the system and shall reduce to a minimum the Material under Data Quarantine at the warehouse.
- Ensures a reduction of Over/Short & Damaged items (for the O/S part) to zero at the time of delivery at IO's warehouse.
- Proposes solutions and process improvement ideas based on feedback with collaborators for maximum impact and effectiveness;
- Provides effective and feasible solutions for potential issues with respect to the Material Management and Quality Program (MQP) process;
- Deploys new tools (SMARTPlant Traffic Module) in an accurate and timely fashion;
- Contributes to an overall increased efficiency for activities under his/her scope, and in turn of the ILMG team;
- Communicates effectively and develops open and confident relationships with all stakeholders through complete and transparent information exchanges;
- Effectively manages one's own time and prioritizes activities according to project requirements.

Experience & Profile

- **Professional Experience:**
 - Minimum 5 years' experience in international construction project management or in the field of material supply chain activities, within complex international environments or projects.
- **Education:**
 - Master degree or equivalent in logistics, engineering or project management field or other relevant discipline;
 - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Technical competencies and demonstrated experience in:**
 - **Logistic, Facilities and Materials Management:** Managing services and processes in materials, particularly in the field of material supply chain activities in a construction project

environment

- **Quality Control:** Verify compliance of data and products with all applicable requirements;
- **Project Control and Reporting:** Experience in Project or Contract management, including risk and opportunities identification and management is an advantage;
- Construction safety and awareness is required;
- **Specialized Domains of Work and Technical Expertise: SMat** (Good experience of SMat or equivalent ERP-software is necessary, including Administration, Engineering and Procurement Integration (E&PI), Master of Supply Chain Management (MSCM) and Site modules);
- Good experience in project materials management processes from BoM through to requisitioning, procurement and delivery to site;
- Knowledge of nuclear safety rules and regulations, including their propagation is an advantage.
- **Behavioral competencies:**
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
 - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
 - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
 - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand problems accurately before moving to proposals;
 - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

The following important information shall apply to all jobs at ITER Organization:

- 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;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.