

ITER 국제기구 공모 직위 직무기술서 (제99차)

○ 2개 직위

구분	분야	소속	직위	Job No.	등급
①	일반행정 (GEA)	Procurement and Contract Division Procurement Core Tokamak, Controls & Site Section	Cost Estimation Officer	ADM-128	P3
②	토카막 (TKM)	Magnet Division PF Coil Section	Technical Assistant	TKM-057	G4

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.

IO1438 Technical Assistant TKM-057

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Tokamak
Division	TKM / Magnet Division
Section	TKM / MAG / PF Coil Section

Job description

Main job	Engineering - Generalist
Title of the position	Technical Assistant TKM-057
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Required
Purpose	<p>To provide technical support to the ITER Magnet Division staff, including contributing to the writing of technical reports and documents, assisting with organizing technical aspects for meetings and reviews, and providing technical editorial support for documents.</p> <p>Assists in writing technical reports and documents; Provides editorial support for documents, including organizing, re-formatting, language; Supports, prepares, and uploads Division documents and records in the ITER Document Management (IDM) system and follows up on their review (in particular Procurement Arrangement PA- related documents); Organizes the technical aspects for design reviews and other official meetings, assists in the preparation agendas, drafts minutes and action lists; Provides general administrative support for the Division personnel; Provides administrative assistance for Division technical meetings and work groups;</p>
Main duties / Responsibilities	<p>Follows-up PA, reviewing documents as per the ITER Organization (IO) procedures (such as risk management plans, Background Intellectual Property, procurement descriptions, credit requests, Credit Allocation Scheme tables) and checking data in the PA database; Maintains high quality standards for the design processes conducted by the ITER Team; Contributes to the preparation of presentations, memos, documents as required within the Division; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the PF Coil Section Leader; Acts as an interface between members of the ITER Magnet Division, as well as other ITER Departments/Offices and external Organizations; In response to requests from the Director-General and/or Director of Tokamak, or proactively, informs the DG/ Director of Tokamak Directorate 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>
Measures of effectiveness	<p>Manages rigorously division IDM files for PAs (meetings, minutes, technical reports) and maintains them up to date and properly structured in collaboration with the TROs; Issues accurate Division reports (minutes, agendas, action list) written in acceptable English within the defined timeframe; Records properly drafted minutes during meetings and makes them available to organizers within a few hours; Manages PA Responsible Officer-related activity in the Magnet division and reviews PA documents on time; Remains aware of the Division technical activities in order to make informed judgments about corrections, action lists, minutes of meetings, distribution lists etc.; Acts in a collaborative and approachable manner with all members of the Magnet Division.</p>

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Administrative or technical relevant discipline
Level of experience	At least 5 years
Technical experience	<ul style="list-style-type: none">- At least 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment;- Experience writing and editing technical documents in English;- Experience in a research area and/or engineering project would be an advantage;- Experience working in a design team and coordinating the activities of multidisciplinary and geographically distributed personnel on a complex developmental project.
Social skills	Ability to work in a team and to promote team spirit
General skills	<p>Demonstrated ability to produce high quality results; Excellent organization skills and co-ordination skills with the ability to set priorities and meet deadlines;</p> <p>High level of reliability, discretion, and confidentiality in handling departmental documents; Excellent communication skills with a high level of autonomy; Strong interpersonal skills to work effectively in an international environment and multinational interdisciplinary project team.</p>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of MS Word, Adobe Acrobat, familiarity with graphics software programs.