

## Job Title: Contract Responsible Officer IO1026

Requisition ID **3680** - Posted **19/02/2021** - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - 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:** 04/04/2021

**Domain:** Construction

**Department:** Machine Construction

**Section:** Machine Assy. Planning & Contract Mgmt.

**Job Family:** Organizational Support

**Job Role:** Coordinating Officer

**Job Grade:** P4

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

### **Purpose**

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As a Contract Responsible Officer, you will be in charge of coordinating all transversal support needed to implement the Construction Works Contracts from the procurement process until the management of the works installation, for Program, Cost, Scope aspects and interfaces with Construction-Management-as-Agent (CMA) for the management of the contractors.

You will be responsible for the management of contracts within the Machine Construction Department (MCD) and assigned to Machine Assembly Planning & Contract Management Section to support the on-going installation of the Tokamak Complex Plant.

### **Background**

*As Contract Responsible Officer assigned to the Tokamak Complex Division, you will be main accountable person to manage a large multi-disciplinary contract over 1,000,000 direct man-hours and for a multi-years duration (6 years).*

*Scope of work is related to structural, piping, mechanical and electrical & instrumentation trades in a strict regulated nuclear environment (ESPN and French Nuclear Order - INB). The complexity of installation sequence and foreseen co-activity within the Tokamak Complex, will require a significant level of interface management and worksite coordination involving several IO entities, CMA and other Contractors.*

## **Major Duties/Roles & Responsibilities**

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### **Tender Phase (prior to construction contracts signature)**

- Interfaces with all necessary IO stakeholders and CMA to plan and monitor the production of the Tender Package;
- Liaises with CMA for the elaboration of the pricing document for Tender;
- Ensures the right harmonization and the proper integration (definition of the boundaries) between different tender packages;
- Organizes and contributes to the review of the Tender Package;
- Acts as a voting member in the evaluation committee for Tender;
- Reports of the progress of the tender process to the relevant line manager;

### **Execution Phase (post-construction contracts signature)**

- Ensures that the Contractor's Works are performed within cost, program and scope requirements;
- Ensures the day-to-day management of the contracts, ensuring that contractors comply with their contractual obligations and perform at the highest level of expectations;
- Manages the contracts in compliance with the requirements for supervision supply chain in compliance with French safety regulations and other various legal requirements, in particular relating to protection important activities;
- Undertakes corrective actions as required to avoid any additional cost and minimize the costs of legitimate claims;
- Performs pro-active risk management, putting in place actions to minimize the risk impact;
- Mitigates potential claims and prepares necessary records for the path forward;
- Manages financial and contractual impacts resulting from time, quality or process related problems on the construction site, ensuring (together with the relevant technical staff), that all scope changes are recorded and documented properly and are clearly traceable to the contractual scope as well as to the respective construction work package;
- Evaluates construction works performance, certificates of completion and certifies invoices as correct in compliance with IO financial procedures;
- Is the main IO interlocutor of CMA's FIDIC Engineer in charge of the administration of a given Works Contract;
- Prepares and reports the progress of activities each month to the relevant line manager;
- 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, weekends and public holidays.

## **Measure of Effectiveness**

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- Coordinates all necessary actions for the on time and high standard delivery of the documentation within the Tender Package;
- Maintains effective communication and excellent relations with interfacing teams within ITER, the CMA and with external contractors;

- Undertakes corrective actions as required to avoid any additional cost and minimize the costs of legitimate claims;
- Performs pro-active risk management, putting in place actions to minimize the risk impact;
- Manages the successful and timely award of the contracts, in addition to the proper execution of the contracts as per cost, schedule and budget requirements;
- Ensures the contractor's deliverables meet safety standards, quality, schedule and cost requirements.

## Experience & Profile

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- **Professional Experience:**
  - At least 10 years' experience working as Contract Coordinator or Manager in the field of engineering, or on a large scale engineering, construction or scientific project.
- **Education:**
  - Master's degree or equivalent in an engineering field, Project Management 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:**
  - Contract management and execution: define the needs and requirements, perform sourcing activities, prepare, award, execute, and monitor procurement & contract delivery, manage external parties to ensure implementation within contractual requirements;
  - Project management: planning, measuring progress, managing risks and costs, and reporting on risks to manage a program or initiative within the constraints of human and financial resources;
  - Writing and presentation: write and review technical documents in the domain of expertise, document and transmit technical knowledge and data with clarity and precision;
  - Specialized domains of work and technical expertise Engineering, preferably in a large scale experimental device is advantageous;
  - Construction in international nuclear or another highly regulated industry is considered advantageous;
  - International Federation of Consulting Engineers (FIDIC) or similar international standard forms of contract management is advantageous.
- **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/define problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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***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.