

Job descriptions of positions For publication within the Associations

Department: Power Plant Physics and Technology

Title of the Position: Responsible Officer for Project Management and Control

Background

The responsible officer will supervise the project management of the EFDA Power Plant Physics and Technology (PPPT) Department. She/he will support the Head of Department and be responsible for the activities of Project Control, Planning and Resource Management, R&D Management, Quality Assurance and Information Technology management. She/he will also assist the Head of Department and the Technical Officers in coordinating areas of priority research, liaise with project teams to be established in a number of interested Associates and supervise the management aspects associated to the implementation of the Work Programmes.

Responsibilities

- Responsible for the activities of Project Control, Planning and Resource Management, R&D Management, Quality Assurance and Information Technology in the EFDA PPPT Department.
- Interface with the project leaders in the Associations and task managers in the EFDA PPPT to monitor scope of work, to develop detailed schedules, cost information, and identification of variances from the original plan.
- Assist in the creation/modification of Work Breakdown Structures (WBS), and budget data (including resource loading) for those WBS elements.
- Communication interface between the PPPT, Associations, Industry and EFDA concerning high level P&R information.
- Development, implementation and guidance of QA and Information technology systems
- Analyze project schedule progress and performance, identify developing problem areas and advise management of risks.
- Interface with EFDA Administration with regard to change management processes, procedures and systems.
- Support the HoD and the project team in the development and maintenance of any periodic (daily, weekly, monthly) status reports to keep management and/or owner informed on the project progress.

Qualifications/ Competencies

- University degree (Master degree) in Engineering or equivalent discipline.
- Minimum 5 years experience in project management, budget planning and control of international R&D projects.
- Ability to interface with large teams at multi locations and multi countries
- Fundamental knowledge in terms of methodologies in project management/controlling
- Substantial knowledge in office organization and use of software management tools
- Experience in working with QA systems
- Good knowledge of the English language, both written and spoken.

The Responsible Officer will work in Garching, Germany and will report directly to the PPPT HoD.

Date of vacancy: immediate – Application requested by 21st September 2011

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