

# Job Title: Maintenance Contract Manager IO1107

Requisition ID **5841** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Machine 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:** 10/04/2022

**Domain:** Science & Operation

**Department:** Science, Controls & Operation

**Division:** Operations

**Job Family:** Project Support

**Job Role:** Project Officer

**Job Grade:** P3

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

**Contract duration:** Up to 5 years

## **Purpose**

---

As Maintenance Contract Manager, you will be responsible for preparing the contract strategy for multiple operation and maintenance contracts in conjunction with the Procurement and Contracts Division and the Maintenance Group Leader.

You will also be responsible for the execution and performance monitoring of contracts throughout their life cycle for the defined scope of work and will have to coordinate with the various involved stakeholders for the preparation of maintenance contracts technical specifications and management requirements part of call for tender packages.

Once the contracts have been placed, you will support the Technical Responsible Officers (TROs) in the contract deployment to guarantee that the expected performance level is reached and contractual deliverables are provided in due time in coordination with the Procurement Responsible Officer.

## **Background:**

The Maintenance Group within the Operations Division is responsible for developing plans and procedures for implementation of commissioning, operation and maintenance work processes of the ITER Tokamak and plant systems in a staged approach.

## Key Duties, Scope, and Level of Accountability

---

- Co-develops with Procurement and Contract Division the procurement & contract strategies, identifies fit for purpose contract types and launches market studies via Request for Information process when necessary;
- Oversees coordination and execution of the contracts from strategy through implementation, providing arbitration as needed in link with the Technical Responsible Officers;
- Prepares operation and maintenance contracts (Technical part of tenders documentation) in collaboration with internal stakeholders throughout the entire lifecycle, from the procurement and contract strategy definition up to the signature of the contract;
- Ensures that the necessary clauses are included in the contracts to enable their efficient performance measurement and management;
- Supports Technical Responsible Officers and procurement team during the clarification sessions and the technical evaluation process and contract award recommendation based on the bid evaluation;
- Monitors schedule, cost and quality adherence of the contracts for the defined scope of responsibility;
- Chairs coordination / progress meetings with contractors and TROs and ensures the follow-up progress of contracts Key Performance Indicators;
- Supports the contract management process by using industrial market knowledge and secures the selection of most suitable contracts at best value for the ITER Organization;
- Reports significant deviations to the Contract Responsible Officers and Procurement team and leads the resolution of any potential major contractual issues (claims, deviations, delays);
- Develops and maintains applicable contracts technical documentation and related procedures;
- Keeps overview of operation and maintenance-work-forecast on multi-year basis and reports to Management in order to update accordingly OPD multi-year budget;
- Verifies for Framework contracts that submitted task orders scope is in accordance with the contract and propose approval/rejection to the budget owner;
- Supports the Supplier Relationship Management and Supplier Qualification processes;
- 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

---

- Ensures that the contractors' deliverables meet safety standards, quality, schedule and cost requirements;
- Monitors efficiently the award of technical services and maintenance contracts on schedule and ensuring best value for money;
- Monitors closely maintenance contracts performance using KPI's directly extracted from SAP as single source of truth;
- Delivers accurate reports and manages action plans within the defined schedule;
- Proposes and implements solutions and communicates procedural updates to all relevant stakeholders;
- Holds regular meetings with internal/external stakeholders to ensure that all parties are continuously informed of progress/setbacks/areas of development.

## Experience & Profile

---

- **Professional Experience:**
- At least 8 years' experience in managing large contracts for industrial facilities' operation and maintenance, within complex international environments or projects.
- **Education:**
  - Master's degree or equivalent in Maintenance Engineering, Project Management or New built Engineering;

- 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);
  - Spoken French language skills may be considered as advantageous.
- **Technical Competencies and demonstrated experience in:**
  - Maintenance Contracts preparation and execution: Be aware of Maintenance Services contractors 'market, define needs and requirements, prepare tenders, perform sourcing activities, monitor and implement the contract delivery for operation, maintenance, engineering or construction services contracts for large scale facilities;
  - Negotiation: lead complex negotiation to reach agreement; monitors, re-negotiates, make decisions, mitigate risks, and manage disputes associated with contracts and stakeholders;
  - Strategic Planning: sees possibilities, translates vision into actionable strategies;
  - Writing Skills: Ability to write structured documents in a clear, concise and impartial manner;
  - Contract payment and cost control using different types of contracts (e.g. time and materials contracts, lump sum contracts with obligation of results, global services contracts, etc.);
  - Project management: planning, measuring progress of work, managing risks and costs, executing within human and financial resources and reporting on progress;
  - Using common IT tools usage (Microsoft Office, ERP such as SAP PM, ...);
  - Cryogenic industry (Process, machinery type, ...) would be advantageous.
- **Behavioral Competencies:**
  - Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm;
  - Collaborate: Ability to 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 gather 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.