

Call for candidates for the position of Project and Contract Management Expert

Background

The Science and Technology Centre in Ukraine (STCU) is the Implementing Organisation for the European Commission Programme for support to the remediation of the former Pridneyprovskiy Chemical Plant (PChP) at Kamyanske, Ukraine. In support of programme implementation, the STCU is establishing a Project Office at the PChP Site, to support the implementation of Phase 3 of the EC Programme, which commenced in September 2021. The programme, which is implemented in the frame of the European Union's Instrument for Nuclear Safety Cooperation (INSC), is anticipated to complete in August 2025.

Requirements of the Project and Contract Management Expert

STCU is currently seeking to employ the services of a Project and Contract Management Expert with the following qualifications and expertise to work within the Project Office, on a full-time basis:

Qualifications and skills

- A University Degree in nuclear engineering or a related subject area, or relevant directly related discipline
- Experience in working in a multi-cultural environment
- Experience in working in EU or similar Technical Assistance Projects
- Excellent understanding of Contract Management
- Fluency in written and spoken English, Ukrainian and Russian languages

General professional experience

- At least 10 years' experience of working in the Ukrainian nuclear industry, of which a minimum of 7 years working with International Technical Assistance Projects
- At least 10 years' experience working in nuclear and radiation safety related projects
- At least 10 years' experience of working in projects related to the field of radioactive waste management and nuclear legacy sites
- At least 5 years' experience of working within international project teams in the nuclear safety field
- At least 5 years' experience in the management and oversight projects related to the remediation of Uranium Legacy Sites in Ukraine

Specific professional experience

- Previous working experience with the EU external aid programmes
- Previous working experience with the EU external aid projects in the nuclear safety field
- Previous working experience in Quality Management systems and Training

Responsibilities

The Project and Contract Management Expert (here in after the Expert) shall report directly to the STCU and establish a close working relationship with the Joint Support Office (JSO), and other principal stakeholders involved in, or affected by, the remediation activities at the PChP Site.

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The Expert shall have sufficient capability and experience to implement their responsibilities and to perform oversight of the projects to be implemented as part of the EU support Programme to PChP. The Expert shall also be required to provide support to the SE Barrier Management Team in the detailed definition of activities to be implemented in the frame the EU support Programme to PChP and in their day-to-day activities related to the implementation of that programme.

The Expert is expected to establish excellent working relations and to work in close cooperation with other Experts of the Project Office. It is intended that Project Office working days are aligned with those of SE Barrier and that at least one Expert is always present at the site during working hours. The Expert may be required to attend meetings in Kyiv upon request of the STCU.

Responsibilities also include:

- Development of Contract Terms of Reference and Technical Specifications
- Scheduling, coordinating, and monitoring assigned projects
- Monitoring compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Interacting daily with the STCU, JSO and SE Barrier, as well as other stakeholders, to interpret their needs and requirements and to represent them in the field
- Perform overall quality control of the project requirements and report regularly on project status
- Cooperate and communicate effectively with all project participants to provide assistance in project and contract management oversight and control
- Review project deliverables and initiate appropriate corrective actions

Project Office Responsibilities

Regarding the more general aspects of the Project Office's responsibilities, the Experts shall provide day-to-day support to SE Barrier in project management and technical oversight, to ensure the activities to be implemented under the EU Support Programme are appropriately prioritised and implemented. In doing so, it is expected that sufficient transfer of sustainable knowledge and capability to the Site Operator be achieved.

These more general activities shall include, but not necessarily be limited to:

- Supporting SE Barrier in improved and appropriate maintenance of license conditions
- The provision of project management and technical oversight

The more specific areas of support to be provided, are detailed within the Project Terms of Reference, which shall be provided to the Experts following their appointment.

STCU is looking for a self-starter and particular consideration will be given to candidates who can demonstrate significant experience in the European Union's INSC.

Interested candidates for the role of Project and Contract Management Expert

Should write to: Anthony Nichol, Chief Administrative Officer, STCU

E-mail: vacancies@stcu.int

Before: 14 July 2022

Enclosing their cv and demonstrating their suitability for the role