

<b>TITLE: Tax/ Custom, PI Management, Insurance Officer</b>		<b>ADM-007</b>
<b>REPORTS TO LINE MANAGER: Head of Procurement and Contract Division; Administration Department</b>		
<b>DIRECTLY EMPLOYMENT: REQUIRED</b>		<b>GRADE RANGE: P3-P4</b>
<b>DATE WRITTEN: October 2006</b>	<b>DATE REVISED: July 2007</b>	<b>DATE REVISED:</b>

**Purpose:**

Responsible for all Taxes, custom and insurance matters of the ITER Organization within the Procurement and Contract Division

**Major Duties/Responsibilities:**

- manage all matters relative to taxes, customs and insurance
- prepare all declarations concerning taxes for the ITER Organization
- prepare all declaration on custom for the ITER Organization and staff, when necessary
- manage with the relevant French Administration the recovery of VAT on purchase of goods and services
- provide advices to the Management on taxes and custom
- provide advices to the Management on insurance matters for the ITER Organization
- Represent the Organization in key meetings with the Taxes and custom local Administrations

**Qualifications Required:**

- Education: Advanced University degree preferably in Law, specialised in fiscal matters. A relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.
- Work experience: At least 10 years of progressively responsible experience in tax, custom and/ or insurance or related area in international or national level.
- Ability to work in a multi-cultural environment
- Excellent communication skills
- Languages: Fluency in oral and written English is essential; knowledge of French language is desirable

**Work Direction and Interfaces:**

Report to the Head of Procurement and Contract Division. Interfaces with all other Department and Divisions.

**Authority/Approval Levels:**

Has authority and approval level as defined by the management for his/her scope of work

**Measures of Effectiveness:**

- Successfully contributes to the monitoring of taxes, custom and insurance matters
- Successfully contributes to the execution of the duties and responsibilities of the Finance and Budget Section