

TITLE: Senior Administrator for Contracts and Procurements Section		ADM008
Administration Department /Finance, Contracts and Support		
REPORTS TO LINE MANAGER: Head of Finance Division		
DIRECTLY EMPLOYMENT: REQUIRED		GRADE RANGE: P4 – P5
DATE WRITTEN: October 2006	DATE REVISED:	DATE REVISED:

Purpose:

Responsible for managing all contracts and procurements within the Finance Division. Responsible for the coordination of interface between the contracts and procurements sections, the Project Office and all other Divisions

Major Duties/Responsibilities:

- manage all matters relative to procurement and contracts for the ITER Organisation
- prepare a plan of activities for all procurements, purchase of goods or services for the daily operations of the Organisation as well as for the procurements of equipments for the Project itself
- develop methodologies, procedures and practices for procurements within the ITER Organisation
- Lead the procurement team, plan and allocate work assignments. Coach, mentor and evaluate staff
- Analyse complex and critical procurement proposals of significant financial and operational impact
- Develop and recommend strategy for the effective implementation of procurement policies and reforms
- Represent the Organisation in key meetings with suppliers and conduct negotiations

Qualifications Required:

- University degree (Master's degree or more) in Law or in Business Administration.
- Proven experience of 10 years minimum in an International environment and in a managerial position is desirable.
- Ability to work in a multi-cultural environment
- Excellent communication and negotiation skills

Work Direction and Interfaces:

- Report to the Head of Finance Division.
- Interfaces with all other Department and Divisions within the Organisation and in particular with the Project Office. Interfaces with suppliers

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 organisation of Contracts and Procurements Section
- Successfully contributes to the placement of procurement and services contracts