

TITLE: Senior Contracts Administrator		JOB CODE: ADM-008
REPORTS TO LINE MANAGER: Head of Procurement and Contract Division, Department for Administration		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: P4
Date Written: November 2008	Date Revised: February 2009	Date Revised:

Purpose:

To provide support to the Procurement and Contract Division.

Major Duties/Responsibilities:

- Manages contracts, of significant financial and operational impact, by competitive tendering from identification of need through to closure, including evaluating bids and negotiating appropriate commercial agreements, at all times seeking to ensure value for money;
- Provides advice to senior managers and others on appropriate contractual strategies (some of which may be novel) and on the full range of procurement issues and post contract management;
- Provides high level technical support to the Head of the Contract and Procurement Division;
- Takes the lead in the resolution of compensation events, claims and disputes;
- Where necessary, monitors the financial and commercial performance of contractors, prepares cost estimates and assesses claims;
- Analyses complex and critical procurement proposals of significant financial and operational impact;
- Provides input to review, revise and manage contract terms and conditions;
- Provides input for strategic decision making;
- Develops methodologies, procedures and practices for procurements within the ITER Organization;
- Develops and recommends strategies for the effective implementation of procurement policies and reforms;
- Coaches and mentors members of the procurement and contracts team;
- When necessary takes on the role of acting Head of Procurement and Contracts Division;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience:

- **Education:**
 - Degree at least equivalent to 5 years of study after the High School Diploma, ideally in Engineering or Business.
- **Technical experience:**
 - At least 10 years' proven relevant experience working in procurement/contracts on projects;

- Proven relevant experience dealing with non-standard procurement requirements in a variety of sectors.
- **Project experience:**
 - Working knowledge of project management principles would be an advantage.
- **People Management experience:**
 - A proactive approach and experience of working in a team and of being an effective team leader.
- **Social Skills:**
 - Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders;
 - Ability to respect deadlines;
 - Proven ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Computer and IT skills:**
 - Excellent IT skills.

Direct Supervisor and Interfaces:

- Reports to the Head of Procurement and Contract Division;
- Interfaces with all other Departments and Divisions within the Organization;
- Interfaces with the suppliers.

Authority / Approval Levels

This position has authority and approval levels as defined by the Head of Procurement and Contract Division for his/her scope of work.

Measures of Effectiveness

- Successfully contributes to the execution of the Procurement and Contracts Division duties and responsibilities;
- Successfully contributes to placing procurement and contract services.