

<b>Title: Infrastructure Support Coordinator</b>		<b>ADM-012</b>
<b>Reports to Line Manager: ADDG of the Administration Department</b>		
<b>GRADE RANGE: G4-G5</b>		
<b>Date Written: March, 2007</b>	<b>Date Revised: July,2007</b>	<b>Date Revised:</b>

**Purposes:**

- Responsible for the infrastructure support of the ITER Organization within the Finance Division

**Major Duties/Responsibilities:**

- Responsible for the organization of all matters relating to infrastructure
- In relation with the foreseen arrival of staff develop a plan of activities with regard to implementation of offices space
- Propose a plan for extension of offices spaces (number and allocation)
- Allocate the offices upon arrival, including all logistic needs (telephone, computers, furniture...)
- Develop a procedure for internal request for support/help
- Develop a procedure for requesting support to CEA when necessary
- Coordinate the relations with all suppliers for general services, such as cleaning, catering, telephone and network
- Participate to the definition of future needs about office space
- Organise all logistic with regard to special events : meetings, conferences, ITER Council
- Permanent entrance access file management for subcontractors

**Qualifications Required**

- Education: Advanced University degree preferably in business administration, finance or account. 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 finance management or related area in international or national level
- A minimum of 3 years experience in a similar position in a large multi-disciplinary project performed in an international environment.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.
- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines.
- High level of reliability, discretion, and confidentiality in handling department documents
- Good communication skills and capability to work towards department goals with a high level of autonomy.

- Previous experience in research area and/ or engineering projects would be an advantage.
- Excellent active and passive knowledge of written and spoken English.

**Work Direction and Interfaces:**

- Report to the Head of Procurement and Contract Division
- Interact on a daily basis with members of the ITER Administration Department as well as external organizations.

**Authority/Approval Levels:**

- Has authority and approval levels generally defined by the Administration DDG for his/her scope of work.

**Measures of Effectiveness:**

- Provide efficient and high quality service to the ITER DDG for Administration and Divisions members
- Establish a good collaboration attitude with all members of the Administration department.