

TITLE: Contracts Administrator		JOB CODE: ADM-022
REPORTS TO LINE MANAGER: Head of Procurement and Contract Division, Administration Department		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G4
Date Written: November 2008	Date Revised: February 2009	Date Revised:

Purpose:

To provide support to the Procurement and Contract Division.

Major Duties/Responsibilities:

- Drafts, issues and evaluates tenders, contracts and amendments;
- Receives and deals with expressions of interest and pre-qualifications;
- Attends project meetings and contract progress meetings including contract close-out/finalization meetings and contract administration meetings;
- Responds to queries from tenderers and contractors;
- Contributes to the preparation of presentations, memos, and documents as required;
- Assists to prepare plan of activities for all procurements and goods/services purchasing for the daily operations of the ITER Organisation as well as for the equipment procurement for the Project itself;
- 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 3-4 years of study after the High School Diploma (e.g. Bachelor's level), in the procurement field or other related discipline.
- **Technical experience:**
 - At least 5 years' relevant experience working in a purchasing and contracts department.
- **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 hold and respect deadlines;
 - Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;
 - Ability to work effectively in a multi-cultural environment;
 - Experience working in a team environment as an effective team player.
- **Language requirements:**
 - Fluent in English (written and spoken);

- **Computer and IT skills:**
 - Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.

Direct Supervisor and Interfaces:

- Reports to the Head of Procurement and Contract Division;
- Interfaces with all other Department and Divisions within the Organisation;
- Interfaces with 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 timely and effective execution of ITER contracts and purchases;
- Successfully contributes to the execution of the Procurement and Contract Division duties and responsibilities.