

TITLE: SENIOR ADMINISTRATOR FOR CONTRACTS AND PROCUREMENTS SECTION		ADM-024
REPORTS TO LINE MANAGER: HEAD OF FINANCE DIVISION		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P4-P5
DATE WRITTEN: MARCH 2007	DATE REVISED:	DATE REVISED:

Purpose:

The senior administrator for contracts and procurement shall be 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 procurement and contracts for the ITER Organization.
- Prepare a plan of activities for all procurements, purchase of goods or services for the daily operation of the Organization as well as the procurement of equipment for the construction and operation of ITER.
- Develop methodologies, procedures and practices for procurement within the ITER Organization
- Lead the procurement team, plan and allocate work assignments.
- Analyse complex and critical procurement proposals with significant financial and operational impact.
- Develop and recommend strategy for the effective implementation of procurement policies and reforms.
- Represent the Organization in key meetings with suppliers, and conduct negotiations.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications Required:

- University degree (Master's degree or higher) in Law or 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.
- Fluency in oral and written English is essential; knowledge of French language is an advantage.

Work Direction and Interfaces:

- Report to the Head of Finance Division.
- Interface with all other Department and Divisions within the Organization and in particular with the Project Office. Interface 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 Organization of Contracts and Procurements Section.
- Successfully contributes to the placement of procurement and service contracts.