

TITLE: Procurement Assistant		ADM-027
REPORTS TO LINE MANAGER: Head of Procurement Section; Administration Department		
GRADE RANGE: G3-G4		
DATE WRITTEN: July 2007	DATE REVISED:	DATE REVISED:

Purpose:

Assisting the Head of Procurement Section to call for nominations and for tenders.

Major Duties/Responsibilities:

- Assist the Head of Procurement and contracts to analysis the tenders and prepare the criteria of selection for decision,
- Assist the Head of Procurement to analysis the tenders and prepare the criteria of selection for decision,
- Provide general administrative, secretarial, and clerical support to the Head of Procurement,
- He/She is expected to be able to work towards predefined goals,
- Contribute to the preparation of presentations, memos, documents as required within the Head of Procurement,

Qualifications Required:

- University degree (Master's degree) in Business Administration, finance, accounting.
- Experience in a Purchase Department of 5 to 10 years is desirable
- Ability to work in a multi-cultural environment

Work Direction and Interfaces:

- Report to the Head of Procurement Section
- Interface with all other Department and Divisions within the Organization 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 good execution of the purchase of ITER,
- Successfully contributes to the execution of the duties and responsibilities of the Procurement Section.