

TITLE: Head of Procurement and Contract Division		ADM-032
REPORTS TO LINE MANAGER: DDG for Administration Department		
Direct Employment: Required	GRADE RANGE: P6-D1	
Date Written: July 2007	Date Revised:	Date Revised:

Purpose:

Responsible for managing all contracts and general procurement of the ITER Organization. Responsible for the coordination of the Administration, the Project Office and all other Departments in all matters related to contracts.

Major Duties/Responsibilities:

- Manage and control all matters relative to contracts and general procurement for the ITER Organization including customs, insurances and transport purposes.
- Coordinate and support the procurement of investments from contractual and financial aspects.
- Develop and implement a plan for the effective implementation of procurement, customs, insurance, transport, and logistics policies in close collaboration with the Project Office.
- Develop and implement procedures and practices for general procurement of the ITER Organization.
- Manage the logistics services in the ITER Organization.
- Review and prepare regular status reports regarding contracts and general procurement.
- Represent the ITER Organization in key meetings with suppliers and conduct negotiations.
- Represent the ITER Organization in key meetings with customs, insurance and logistics.
- Manage or implement internal and external controls as required.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications Required:

- University degree (Master's or high degree) in Law or Business Administration.
- Proven experience of 15 to 20 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.
- Ability to work in a technical and scientific environment.

Work Direction and Interfaces:

- Reports to the DDG for Administration.
- Interfaces with all other Departments and Offices within the Organization and suppliers.

Authority/Approval Levels:

Has authority and approval level as defined by the management for his/her scope of work.

Measures of Effectiveness:

- Successfully manages with a high degree of accuracy the Contracts and Procurement division of the Organization.
- Successfully manages the placement of procurement and service contracts.