

TITLE: Contract Administrator		ADM-043
REPORTS TO LINE MANAGER: Head of Procurement and Contract Division		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3 – P4
DATE WRITTEN: MAY, 2008	DATE REVISED:	DATE REVISED:

Purposes:

Provides support to the Procurement and Contract Division.

Major Duties/Responsibilities

- Manages contracts from conception through to closure by competitive tendering (where appropriate), including evaluating bids and negotiating appropriate commercial agreements, at all times seeking to ensure value for money;
- Provides advice on appropriate contractual strategies and on the full range of procurement and post contract management issues;
- Manages the resolution of compensation events, claims and disputes;
- Manages contract progress meetings and contract close-out/finalization meetings, contract administration;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications/ Experience Required:

- Master's degree in Business Administration, Finance or Accounting;
- Proven experience with at least 5 years relevant experience dealing with non-standard procurement requirements;
- Excellent interpersonal skills for dealing with a wide range of internal and external stakeholders along with good organizational and IT skills;
- A working knowledge of project management principles would be an advantage;
- A proactive approach and experience of working in a team environment as an effective team player;
- Ability to work in a multi-cultural environment;
- Good communication skills in written and spoken English.

Work Direction and Interfaces:

- Reports to Head of Division;
- Interfaces with all other Departments and Divisions within the Organization;
- Interfaces with the 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 contracts and purchases of ITER;
- Successfully contributes to the execution of the duties and responsibilities of the section.