

TITLE: Senior Contract Administrator		ADM-044
REPORTS TO LINE MANAGER: Head of Procurement and Contract Division, Department of Administration		
DIRECT EMPLOYMENT: Required		GRADE RANGE: P4 – P5
DATE WRITTEN: MAY, 2008	DATE REVISED:	DATE REVISED:

Purposes:

To provide support to the Procurement and Contract Division.

Major Duties/Responsibilities:

- Manages contracts (negotiation and placing of contracts), of significant financial and operational impact, from conception through to closure, including evaluating bids and negotiating appropriate commercial agreements, at all times seeking to ensure value for money;
- Provides advice to senior managers and others on appropriate contractual strategies (some of which may be novel) and on the full range of procurement issues and post contract management;
- Provides high level technical support to the Head of the Division Contract and Procurement;
- Takes the lead in the resolution of compensation events, claims and disputes;
- Where necessary, monitors the financial and commercial performance of contractors, prepares cost estimates and assess claims;
- Provides input to review, revision and maintenance of contract terms and conditions;
- Provides input to strategic decision making;
- Develops methodologies, procedures and practices for procurements within the ITER Organization;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications/ Experience Required:

- A Master's degree or more in Law or Business Administration;
- Proven relevant experience dealing with non-standard procurement requirements in a variety of sectors;
- Proven experience of 10 years minimum in an international environment;
- Excellent interpersonal skills for dealing with a wide range of internal and external contracts, along with good organizational and IT skills;
- A working knowledge of project management principles would be an advantage;
- Ability to work in a multi-cultural environment;
- A proactive approach and experience of working in a team and of being an effective team leader;
- Good communication skills in written and spoken English.

Work Direction and Interfaces:

- Reports to the Head of Procurement and Contract 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 organisation of the Procurement and Contract Division;
- Successfully contributes to placing procurement and contracts services.