

TITLE: Administrative Assistant for Head of Procurement and Contract Division		ADM-047
REPORTS TO LINE MANAGER: Head of Procurement and Contracts Division, Department for Administration		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G3-G4
DATE WRITTEN: July, 2008	DATE REVISED:	DATE REVISED:

Purpose:

- To provide administrative and clerical support to the Head of Procurement and Contracts Division.

Major Duties/Responsibilities:

To provide professional administrative support to the Head of Division i.e.:

- Prepares contract and procurement report.
- Coordinates contracts and procurement papers.
- Arranges meetings (internal and external).
- Contributes to the preparation of presentations, documents and papers.
- Manages Head of Division's emails and diary.
- Coordinates document management including filing and archiving.
- Supports the implementation of the Division's QA procedures and processes.
- Coordinates the information published on Contracts and Procurement external ITER web site.
- Provides assistance to the senior Contracts administrators, as required.
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:** Bachelor's Degree, diploma or equivalent.
- **Experience:** Proven experience (3 to 7 years) of providing administrative support to a procurement function preferred.
- **Language requirements:** Excellent knowledge of written and spoken English and some knowledge of French.
- Excellent interpersonal skills for dealing with a wide range of internal and external stakeholders along with good organisational and IT skills.
- Good communication skills.
- Capability to work with a high level of autonomy.
- A proactive approach and experience of working in a team environment as an effective team player.
- An ability to work in a multi-cultural international environment should be demonstrated.

Work Direction and Interfaces:

- Reports to Head of Procurement and Contract Division.
- Interacts with all other Departments and Divisions within the Organization.

Authority / Approval Levels

This position has authority and approval levels as defined by the Head of Division for his / her scope of work.

Measures of Effectiveness

- Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contract Division.
- Establishes a good collaboration attitude with all the members of the Department for Administration.