

Contracts Administrator

ADM-051

Reports to Line Manager:	Head of Procurement and Contract Division, Administration Department	Job Code:	ADM-051
Direct Employment:	Required	Grade:	P3

Purpose

To administrate contracts for the Procurement and Contract Division.

Major Duties/Responsibilities

- Manages the negotiation and placing of contracts that have a significant financial and operational impact (from conception through to closure), including evaluating bids and negotiating the appropriate commercial agreements while at all times seeking to ensure value for the money;
- Advises Senior Managers and others as to the appropriate contractual strategy to follow and also advises on the full range of procurement issues and post contract management;
- Provides a high level of technical support to the Contracts and Procurement Head of Division;
- 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 assesses claims;
- Coordinates a team providing contract support;
- Provides input to review, revise and maintain contract terms and conditions;
- Provides input on strategic decision making;
- Develop methodologies, procedures and practises for procurement within the ITER Organization;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 5-6 years of study after the High School Diploma (e.g. Master's Degree), in Law, Business Administration or other related discipline.
- **Technical experience:**
 - At least 5 years' experience dealing with non-standard procurement requirements in a variety of sectors and in an international environment.
- **Project experience:**
 - Working knowledge of project management principles would be an advantage.

- ***People Management experience:***
 - A proactive approach and experience of working in a team and of being an effective team leader.
- ***Social Skills:***
 - Excellent interpersonal skills for dealing with a wide range of internal and external contracts, along with good organizational and IT skills;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken).
- ***Computer and IT skills:***
 - Excellent IT skills.

Direct Supervisor and Interfaces

- Reports to the Procurement and Contract Division Head;
- Interfaces with all other Department and Divisions within the Organization;
- Interfaces with the suppliers.

Authority / Approval Levels

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

Measures of Effectiveness

- Successfully contributes to the execution of the Procurement and Contracts Division duties and responsibilities;
- Successfully contributes to the placement of procurement and contracts services.