

## Design Office Administrative Coordinator

CEP-109

<b>Reports to Line Manager:</b>	Design Office Division Head, Central Engineering and Plant Support Department	<b>Job Code:</b>	CEP-109
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G4

### Purpose

To assist the Head of the Design Office Division to prepare and manage the budget, to implement the procurement process, and to coordinate the Quality Assurance and performance measurement.

### Major Duties/Responsibilities

china

eu

india

japan

korea

ru<sup>s</sup>sia

usa

- Interfaces with the CEP Department Administration & ITER Administration Department;
- Assists to manage the Design Office budget;
- Contributes to the implementation of call-for-tenders and contracts;
- Assists regarding the Design Office resource recruitment;
- Contributes to the preparation of presentations, documents & papers;
- Develops and implements the Design Office Quality Assurance administrative processes and procedures;
- Defines administrative performance indicators, analyses them and proposes improvements;
- Supervises possible auxiliary Design Office related activities;
- Verifies that the work produced by the Design Office permanent staff is in compliance with the ITER regulations and instructions;
- 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 2-4 years of study after the High School Diploma (eg. Bachelor's Degree) in a relevant field.
- **Technical experience:**
  - At least 8 years' experience in providing administrative coordination;
  - Experience in procurement would be an advantage.
- **Social Skills:**
  - Excellent interpersonal skills for dealing with a wide range of internal and external stakeholders;
  - Good organizational skills;
  - Good communication skills;
  - Capacity to work with a high level of autonomy;
  - Having a proactive approach to work;

- Experience working in a team environment as an effective team player;
  - An ability to work in a multi-cultural environment should be demonstrated.
- ***Language requirements:***
  - Fluent in English (written and spoken);
  - Some knowledge of French would be an advantage.
- ***Computer and IT skills:***
  - Advanced knowledge of Microsoft Office Package;
  - Experience working with SAP and/or other advanced databases would be an advantage.

### **Direct Supervisor and Interfaces**

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- Reports to the Head of the Design Office Division;
- Interacts with all other Departments and Divisions within the Organization;
- Collaborates with the CEP Department Administration, the ITER Administration Department and the relevant Design Office Members.

### **Authority / Approval Levels**

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

### **Measures of Effectiveness**

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- Successfully contributes to the execution of the Design Office duties and responsibilities;
- Establishes a good collaborative attitude with all involved internal & external organizations.