

TITLE: Administrative Officer for Procurement and R&D Management		PRO-015
REPORTS TO LINE MANAGER: Section Leader Project Management Section Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3-P4
DATE WRITTEN: October 2006	DATE REVISED: January 2008	DATE REVISED:

Purpose:

- To develop, maintain and manage the ITER R&D activities. To provide support to planning and in-kind procurement activities in the Project Office.

Major Duties and Responsibilities:

- Define, maintain and administer the ITER R&D agreements in liaison with the Section Leader, the Project Office Head and the Principal Deputy Director-General (PDDG).
- Develop an overall R&D strategy for approval by the Section Leader, Project Office Head and PDDG.
- Follow up the ITER Task Agreement administration.
- Organise document storage and the user interface to ITER R&D Agreements.
- Implement and execute efficient procedures to monitor the R&D activities performed by the various stakeholders; follow up quality assurance, cost, schedule and administrative aspects of R&D agreements and/or contracts.
- Interface with all ITER departments on R&D issues.
- Provide support and actively contribute to in-kind procurement activities for all administrative matters related to the preparation of Procurement Arrangement documentation and monitoring.
- Assist the responsible officers in planning activities for all administrative matters related to Planning and Scheduling.
- Assist in the development of administrative procedures and tools for the planning and scheduling, risk administration and in-kind procurement activities.
- Assist in the follow-up of actions and milestones for the planning and scheduling and in-kind procurement activities.

Qualifications and Experience:

- Minimum of 10 years professional experience in a similar position in international projects or international working environments.
- Proven expertise the administration aspects of R&D organisation.
- Knowledge of ITER and/or magnetic fusion research would be an advantage.
- Excellent command of both written and spoken English; knowledge of the host language (French) and/or some of the ITER Member languages would be an advantage.
- Excellent organisation and coordination skills with the ability to set priorities and meet deadlines.

- Excellent team player with a high level of autonomy.
- Strong interpersonal skills to work effectively in a multi-cultural environment.

Work Management structure and interfaces:

- Reports to the Project Management Section Leader in the Project Office.
- Interfaces with all other departments and divisions.

Authority/Approval Levels:

- Has authority and approval levels as defined by the Head of the Project Office for his/her scope of work.

Measures of Effectiveness

- Successfully manages the ITER Task Agreement and R&D administration.
- Successfully contributes to the organisation of the Project Management section of the Project Office and to execution of the duties and responsibilities of the Project Office.