

TITLE: Project Management Officer for Procurement		PRO-040
REPORTS TO LINE MANAGER: Leader of Project Management Section, Project Office		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P2-P3
DATE WRITTEN: July 2008	DATE REVISED:	DATE REVISED:

Purpose:

To prepare Procurement Arrangements established between the ITER Organization (IO) and the Domestic Agencies (DAs);

To assist the technical officers in monitoring the procurement work carried out by the DAs to implement the Procurement Arrangements.

Major Duties/Responsibilities:

- Develops a roadmap for the preparation of Procurement Arrangements optimizing the interfaces between the IO and DAs;
- Provides support to the technical departments and DAs in the preparation of Procurement Arrangements by:
 - Assessing consistency and coherence of technical specifications as part of overall procurement documentation;
 - Coordinating the input for the project management aspects of the Procurement Arrangements;
- Prepares and completes, in close contact with the technical departments and DAs, the managerial requirements for conclusion of the Procurement Arrangements;
- Supervises the supply chain of components through the DAs by establishing key performance metrics relating to supply chain planning and forecasting;
- Monitors and reports work progress, analyzes progress reports, measures actual performance against goals on a regular basis and presents results in reports; supports the change control process and amends documents as required;
- Evaluates, prepares and presents standard and ad-hoc status and progress reports for the IO management;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:** University degree, preferably in Business Administration or equivalent.
- **Experience:**
 - Professional experience in contract management and in international projects is essential;
 - Experience in project management and/or supply chain management in industry (preferably nuclear) and/or large construction projects would be an advantage;
- Ability to work in an environment without the need for detailed processes and procedures;
- Excellent time management, communication and negotiation skills;
- Good computer skills, use of databases would be an advantage;
- Excellent team player while capable of working independently;
- Ability to work effectively in a multicultural environment.

- **Language requirements:** excellent command of the English language, both spoken and written.

Work Direction and interfaces:

- Reports to the Project Management Section Leader within the Project Office;
- Interfaces with all other departments and divisions as well as the DA staff.

Authority/Approval Levels:

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

Measures of Effectiveness

- Successfully contributes to the organization of the Project Management Section of the Project Office and to the execution of its duties and responsibilities;
- Successfully implements and monitors progress of Procurement Arrangements between the IO and the DAs.