

TITLE: Section Leader for In-Kind Management		JOB CODE: PRO-040
REPORTS TO LINE MANAGER: Head of Project Management Division, Project Office		
DIRECT EMPLOYMENT: REQUIRED		GRADE: P5
Date Written: February 2007	Date Revised: February 2009	Date Revised:

Purpose:

To manage and direct all activities relating to the development, implementation, and follow-up maintenance of Procurement Arrangements (PA) and the work contained in them. These Procurement Arrangements are established between the ITER Organization (IO) and the Domestic Agencies (DA). The Section Leader will provide support to the IO and the DA technical organisations in a matrix manner, ensuring that the Section's personnel are physically present in the DA technical organisations as much as possible. The In-Kind Management Section's role will be to provide general guidance and direction, work methods, processes, records and document management systems; the DA technical organisations' role will be to determine the content of the procurement arrangements and to also provide the technical direction to be taken.

Major Duties and Responsibilities:

- Manages and guides the In-Kind Management Section through direct hire, seconded, and subcontract staff to develop and implement effective and timely Procurement Arrangements for the ITER project;
- Provides advice and support to DA technical departments for the preparation of procurement strategies and arrangements;
- Manages the assistance provision for the planning of all machine related procurements;
- Ensures that the technical departments prepare sound procurement strategies and develop action plans anticipating as many issues as possible up front;
- Assists the Project Controls and Scheduling Section Leaders in the development and maintenance of Baseline plans, schedules, credit and cost estimates;
- Assists to supervise the entire supply chain of components through the DAs, so as to establish key performance indicators needed for supply chain planning and forecasting, and to also measure actual performance against goals on a regular basis and present the results;
- Develops and implements software applications for project follow-up and to also track credit allocation and make status reports in close collaboration with Administration Department;
- Works closely with project controls and the Administration Department for the crediting and flow of "k ITER Unit of Account" (kIUA) allocations for in-kind hardware;
- Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO Management;
- 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 4 years of study after the High School Diploma, in Business Administration or other related discipline.
- **Technical experience:**
 - At least 15 years' experience in project management, procurement or supply chain management, if possible in the nuclear industry and/or construction projects;
 - Experience in managing the development of contractual/procedural documents.
- **Project experience:**
 - Experience in international projects is considered as an advantage.
- **People Management experience:**
 - Demonstrated leadership skills in managing a start-up type organisation;
 - Previous management experience and good interpersonal skills;
 - Excellent team player capable of managing a group based on strategic direction from management.
- **Social Skills:**
 - Good planning, organization, communication and negotiation skills;
 - Ability to work effectively in a multi-cultural environment.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Computer and IT skills:**
 - Good command of Microsoft Office Package;
 - Usage of databases would be an advantage.

Direct Supervisor and Interfaces:

- Reports to the Head of the Project Management Division within the Project Office;
- Interfaces with all other Departments and Divisions as well as the Integrated Product Team and Domestic Agencies' staff.

Authority/Approval Levels:

The Section Leader will have authority and approval levels as defined by the Head of the Project Office.

Measures of Effectiveness

- Successfully contributes to the Project Management Division organization and to the execution of the Project Office's duties and responsibilities.