

TITLE: Project Coordinator for Procurement Administration		PRO-045
REPORTS TO LINE MANAGER: Section Leader Project Management Section / Senior Project Coordinator for Project Management; Project Office		
Direct Employment: Not Required		Grade Range: P3-P4
DATE WRITTEN: February 2007	DATE REVISED:	DATE REVISED:

Purpose:

As Project Coordinator for Procurement in the Project Management Section within the Project Office, the staff member is to assist the Project in the preparation and monitoring of Procurement Arrangements established between the ITER Organization (IO) and the Domestic Agencies (DA).

Major Duties and Responsibilities:

- Provide legal/contractual and administrative assistance to the technical departments and DAs in the preparation of Procurement Arrangements established between the IO and the different DAs.
- Prepare complete and consistent Procurement Arrangement documentation and check for compliance before submission to IO management.
- Follow up Procurement Arrangements established between the IO and the different DAs and provide legal advice in case of non-compliance.
- Provide assistance to the technical departments to prepare sound procurement strategies for each Procurement Arrangement and develop action plans anticipating as many issues as possible up front.
- Monitor and report DA work progress, analyze monthly reports, incorporate and coordinate changes in scope, cost and schedule with IO and DA staff and amend documents as required.
- Prepare standard and ad-hoc status and progress reports to be used as input for other PM reports or for submission to Management and Committees.
- Support in the coordination and review of the DAs' tender activities as required in the frame of specific in kind procurements.
- Support the establishment of resource profiles for credit allocation and work closely with project controls and the Administration Department for crediting and flow of kIUA allocations for in kind contributions.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications and Experience:

- University degree, preferably in law or business administration.
- At least 5 years professional experience in contract law and public procurement. Experience in international projects is considered an advantage.
- Experience in drafting contractual/procedural documents
- Good planning, organization, communication and negotiation skills.
- Excellent command of the English language, both spoken and written.
- Excellent team player while capable of working independently.

- Ability to work effectively in a multi-cultural environment.

Work Direction and interfaces:

Reports to the Senior Project Coordinator for Project Management or the Project Management Section Leader within the Project Office. Interfaces with all other departments and divisions as well as Field Team and DA staff.

Authority/Approval Levels:

Has authority and approval levels as defined by the Head of 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 execution of the duties and responsibilities of the Project Office.