

Director of the Directorate for General Administration (DGA)

ADM-001

Reports to Line Manager:	Director of the Department for Administration	Job Code:	ADM-001
Direct Employment:	Required	Grade:	DDG/D1-D2
Date Written:	March 2011	Date Revised:	March 2011

Purpose

To support the Director of the Department for Administration in all administrative matters related to Human Resources, General Services, In-kind and In-cash Procurements and Contracts and Document Control to achieve the ITER Project's goal.

Major Duties/Responsibilities

china

eu

india

japan

korea

ruusia

usa

- Supports the Director of the Department for Administration in all matters related to project administration in close collaboration with the other ITER Departments;
- Provides effective leadership for all of Directors of Divisions and staff of the Directorate for General Administration by ensuring managers and team members are motivated and constantly developing their skills and experience through close staff collaboration;
- Oversees the Human Resources Division activities in the development of initiatives while providing strategic support to the ITER Organization (IO) management with regard to Human Resources Policy and the General Services team in the provision of logistical and infrastructure support to the project; oversees the recruitment of world-class staff to execute the mission of the Project based on his/her excellence and professionalism.
- Oversees the Procurement Arrangement & Contract activities in the effective development and management of in-cash procurement and contracts, and project estimates of the procurement; develops techniques to develop cost effective processes to minimize overall cost to the IO in placing procurements while maintaining high ethical standards.
- Oversees the Document Control activities in regard to documents and records management;
- Establish the smooth, efficient and transparent management within the Directorate and between Directorates of the Administration Department;
- Ensures and communicates information, statistics and reports concerning the Directorate for General Administration's activities;
- Undertakes regular and special studies, particularly in collaboration with the Internal Auditor, to evaluate and improve the effectiveness of administrative policies and processes;
- Provides effective leadership for the Directorate for General Administration by ensuring managers and team members are motivated and constantly developing their skills
- 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 5-8 years of study after the High School Diploma (ex. Master or PhD), in the administration or other relevant discipline.
- **Technical experience:**
 - At least 10 years of outstanding expertise in the administration of an international cooperation.
- **Project experience:**
 - Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project or comparative industrial effort.
- **People Management experience:**
 - A minimum of 10 years in a managerial position, preferably in a scientific environment.
- **Social skills:**
 - Excellent communication and negotiation skills;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - Good working knowledge of spoken and written English is essential.
- **Computer and IT skills:**
 - Skills consistent with managing a complex developmental project.

Direct Supervisor and Interfaces

- Reports to the Director of the Department for Administration;
- Interfaces with all other Directorates and Divisions within the Administration Department and all other Departments, as well as with Bureau of International Cooperation , Office and units within the Organization.

Measures of Effectiveness

- Successfully manages the Directorate for General Administration's team and system;
- Successfully generates and maintains trustworthy, up-to-date database using project management tools.