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## JOB DETAIL

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Ref. IO1120 - 3/15/2011

**Contract-Insurance Officer ADM007**

<b>Main job</b>	Contracts
<b>Department</b>	ADM/Department for Administration
<b>Division</b>	ADM / Procurement Arrangement and Contract Division
<b>Job Family</b>	Project support
<b>Application Deadline</b>	30/Apr/2011
<b>Grade</b>	P3
<b>Direct employment</b>	Not required
<b>Purpose</b>	To be responsible for the management of the insurance contracts and customs for the ITER Organization in support to the Procurement and Contract Division Head.
<b>Main duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manages insurance contracts and all matters related to insurance;</li> <li>• Develops and prepares procedures for the management of customs issues;</li> <li>• Interfaces with the relevant French Administration;</li> <li>• Monitors the implementation of the ITER Organization's taxes and customs duties exemptions;</li> <li>• Develops the legal basis for contracts related to insurance;</li> <li>• Coordinates insurance claims;</li> <li>• Provides advice to Management on insurance and customs;</li> <li>• Deals with a wide range of procurement activities;</li> <li>• Prepares tenders and contractual documents;</li> <li>• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li> </ul>
<b>Measures of effectiveness</b>	<ul style="list-style-type: none"> <li>• Successfully contributes to monitoring insurance and customs matters;</li> <li>• Successfully contributes to the management of tenders.</li> </ul>
<b>Level of study</b>	Master or higher degree
<b>Level of experience</b>	At least 10 years
<b>Technical experience</b>	<ul style="list-style-type: none"> <li>- At least 10 years' experience in insurance and procurement management at the international level;</li> <li>- Proven experience in tax management;</li> <li>- Knowledge of the principles of privileges and immunities would be considered an asset.</li> </ul>
<b>Project experience</b>	2 to 4 years
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to communicate effectively
<b>Specific skills</b>	Computer and IT skills: <ul style="list-style-type: none"> <li>- Good command of MS Office package;</li> <li>- Knowledge of an ERP would be considered an advantage.</li> </ul>
<b>Languages</b>	English (Working) French (Working)

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