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## JOB DETAIL

Ref. IO1140 - 8/11/2011

## Senior Contract Administrator ADM-044

**Main job** Procurement**Department** ADM/Department for Administration**Division** ADM / Procurement Arrangement and Contract Division**Job Family** Organizational support**Application Deadline** 18/Sep/2011**Grade** P4**Direct employment** Not required

**Purpose** To manage tenders and place contracts for the ITER Organization (IO), from the establishment of the contract strategy through to the closure of the contracts.

**Main duties / Responsibilities**

- Manages the procurement process for contracts of significant financial and operational impact, from the procurement plan, the contract strategy, the preparation of the tender documents, and the signature of the contract through to closure.
- Manages evaluation committees, organize the assessment of the offers and negotiation of terms and conditions in the view of achieving the best value for the IO;
- Provides advice to the line management on appropriate contractual strategies and on the full range of procurement potential issues and contract management;
- Assesses the financial and commercial performance of contractors and coordinates the preparation of cost estimates;
- Takes the lead in the resolution of compensation events, claims and disputes;
- Provides input to review of contract terms and conditions, procurement processes and procedures;
- Makes proposal to strategic decision making;
- Provides high level technical support to the Procurement and Contract Division;
- Provides technical guidance to team members and monitors activities of subcontractors;
- Develops the awareness on procurement methodologies, procedures and best practices within the ITER Organization's technical teams;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

**Measures of effectiveness**

- Successfully contributes to the organisation of the Procurement and Contract Division;
- Successfully contributes to placing contracts.

**Level of study** Master or equivalent degree**Diploma** Law or Business Administration**Level of experience** At least 15 years

**Technical experience**

- At least 15 year proven experience in public procurement and international environment;
- Proven relevant experience dealing with non-standard procurement requirements in a variety of sectors, especially for scientific and construction projects.

**Project experience** 1 to 2 years

**Social skills**

- Ability to work effectively in a multi-cultural environment
- Ability to work in a team and to promote team spirit
- Proactive
- Good planning and organisational skills

**General skills** MS Office standard (Word, Excel, PowerPoint, Outlook)**Specific skills** Good interpersonal skills for dealing with a wide range of contracts**Languages** English (Working)

