

IO1180 Finance, Budget & Mgmt Systems Director FBM 001

General information

Job category	Standard
Confidential	No
Status	Published
Department	ADM/Directorate for Finance, Budget & Management Systems

Job description

Main job	Executive Management - Executive Management
Title of the position	Finance, Budget & Mgmt Systems Director FBM 001
Job family	Director of Directorate
Duration of the contract	5 years
Contractual hours	Full time
Grade	D1/D2
Direct employment	Required
Supervised by:	Director of Department
Purpose	<p>To manage the Finance, Budget and Management Systems Directorate and supervises all related activities in order to support efficiently the achievement of the ITER project's goal.</p> <p>Supports the Director of the Department for Administration in the timely and accurate planning, management, control and communication of financial information and procedures;</p> <p>Also supports the Director of the Department for Administration in all matters related to Finance, Budget, System Management and Information Systems in close collaboration with the other ITER Departments and Directorates;</p> <p>Oversees the Finance, Budget, System Management and Project Information activities, ensuring Quality Assurance and Nuclear requirements enforcement;</p> <p>Provides effective leadership for the Directorate for Finance, Budget & Management Systems by implementing the staffing plan and ensuring managers and team members are motivated and developing their skills and experience;</p> <p>Develops with his/her team cost effective, transparent and accountable processes and tools in support of other IO Departments and Directorates to ensure they respect the agreed baseline;</p> <p>Oversees and reports to Project Board Members consistent and accurate information, statistics and reports for Finance and Budget's activities;</p> <p>Oversees documents related to the IO's Finance and Budget for ITER Council meetings as well as Management Advisory Committee meetings;</p> <p>Facilitates the activities of the Financial Audit Board to undertake audits and reports to the ITER Council;</p> <p>Undertakes regular and special studies, particularly in collaboration with the Internal Auditor, to evaluate and improve the effectiveness of administrative policies and processes;</p> <p>Ensures the Information Systems strategy development and implementation of tools to meet the IO requirements;</p> <p>Supports IO initiatives on improving the efficiency of processes in the organization and preparing for Management Assessment Reviews through oversight of the System Management Section;</p> <p>Guarantees the smooth and efficient relations management within the Directorate and between Directorates of the Administration Department.</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Successfully manages the Finance, Budget, System Management and Project Information of the organization with a high degree of accuracy;</p> <p>Process performance targets achievement of the Directorate. Presents indicators demonstrating the improvement of the organizational effectiveness;</p>
Main duties / Responsibilities	

Measures of effectiveness	<p>Resources cross optimization and synergies between the divisions and sections under his/her authority;</p> <p>Guarantees good working relationship with other Directorates and Divisions in the IO;</p> <p>Ensures the accomplishment of the Directorate's mission;</p> <p>Guarantees the conformance to legal and internal standards requirements within the directorate scope.</p> <p>Reports to the Director of Administration Department.</p> <p>Interfaces with all other Divisions within the Administration Department and all other Departments and Divisions within the Organization.</p> <p>In response to requests from the Director-General or proactively, informs the Director-General of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
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Applicant criteria

Level of study	Master or equivalent degree
Diploma	Finance or Business Administration
Level of experience	At least 20 years
Technical experience	Outstanding expertise in the administration of a large scientific project or industrial project preferably as part of an international organization.
People management experience	At least 10 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project. Strong sense of service.
Languages	English (Working)
Free criteria	Expertise in managing integrated IT systems, and Enterprise Resource Planning (ERP), Familiarity with project management software.

Origin of the job

Entity	ITER ORGANIZATION
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HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	CHOE Hyunejune
Alert recipient(s)	CHOE Hyunejune
Publication default start date	6/13/2012
Publication default end date	7/13/2012
Automatic update	No