

IO1314 Director for General Administration GEA-001

General information

Job category	Standard
Status	Draft
Department	ADM/Directorate for General Administration

Job description

Main job	Executive Management - Executive Management
Title of the position	Director for General Administration GEA-001
Job family	Director of Directorate
Grade	DDG/D1-D2
Direct employment	Required
Purpose	<p>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.</p> <p>To support the execution of the Strategic Management Plan and decisions taken by the Director General (DG) and Director of Department.</p> <p>To implement budget and schedule planning, staffing plan and oversight of staff selection at the General Administration Directorate (GEA) level.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- 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;- Ensures work delivering consistent with the budget of the Directorate and manages the staffing of the Directorate;- Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;- Maximizes human capital and people's commitment to achieving the IO goals;- Provides leadership in safety;- Builds and maintains relationship with internal stakeholders and major external stakeholders;- Performs other duties linked to the above purpose upon management request, as necessary;- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. <p>Reports to the Director of the Department for Administration;</p> <p>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</p>

Measures of effectiveness	<p>the Organization; Responses 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>
	<p>Successfully manages the Directorate for General Administration's team and system; Successfully generates and maintains trustworthy, up-to-date database using project management tools; Maintains effective communications with all Members delivering subsystems for the issues of GEA; Supports ITER's construction with a proper implementation of Management & Quality Program in GEA activities and documentation; Responsible for Directorate deliverables that meet safety standards, quality, schedule and cost requirements; Responsible for implementation of safety nuclear regulation and other safety standards of the Directorate's activities.</p> <p>Project Construction Phase SAP Id: 50000038</p>

Applicant criteria

Level of study	Master or higher degree
Diploma	Administration or other relevant discipline
Level of experience	At least 20 years
Technical experience	<ul style="list-style-type: none"> - Outstanding expertise in the administration of an international cooperation; - Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project or comparative industrial effort.
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, Ability to communicate effectively, Good negotiation skills
General skills	<p>Experience in a managerial position, preferably in a scientific environment; Ability to provide effective leadership;</p> <p>Ability to motivate and develop the team members' skills and experience.</p> <p>Ability to negotiate and influence internal and external stakeholders.</p>
Languages	English (Working)
Others	Computer and IT skills consistent with managing a complex developmental project.