

ITER 국제기구 공모 직위 직무기술서 (제223차)

○ 1개 직위

구분	분야	소속	직위	Job No.	등급
①	재무·조달 (FPD)	Finance & Procurement Department	Finance & Procurement Department Head	FPD-001	D1/D2

IO1910 Finance & Procurement Department Head - FPD-001

General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department

Job description

Main job	Business Administration - Finance
Title of the position	Finance & Procurement Department Head - FPD-001
Job family	Head of Department
Grade	D1/D2
Direct employment	Required
Purpose	<p>To support the Director-General (DG) in the achievement of the ITER Project's objectives through effective and efficient financial and budgetary and in-cash and in-kind procurement management, and facilitating the activities of the Technical Departments and units in achieving their goals and objectives in accordance with the Project budget, stipulated schedules and fair business rules. To support the execution of the Project Schedule and decisions taken by DG, also interacting with DDG/Relations Coordinating Officer when necessary.</p> <p>To implement budget and schedule planning, staffing plan and oversight of staff selection for the Department.</p> <ul style="list-style-type: none"> -Provides effective leadership for the Department by guiding managers and team members and ensuring that they are motivated and constantly developing their skills and experience, and implementing the staffing plan; -Supports the DG in the timely and accurate planning, management, control and communication of financial & procurement information and procedures; -Guides the management of finance and budgeting activities in particular (a) accounting of transactions and preparation of Financial Statements; (b) ex ante financial control and verification; and (c) budget planning, monitoring, reporting and support to the other ITER Departments; -Works effectively and efficiently with the Project Control Office with regard to (a) ensuring accurate and consistent alignment in the areas of schedule, cost and budgets (b) Earned Value Management; and (c) the Reserve Fund; -Guides the management of procurement and contracting activities, in particular (a) placing of contracts and Task Agreements and managing amendments (b) co-ordinating, in close relation with PCO, the preparation of Procurement Arrangements and draft Main and Annexe A in line with the technical requirements and the Credit Allocation Scheme (CAS), and following up implementation; (c) managing issues during the execution of contracts and Task Agreements; and (d) providing advice to management and technical teams on procurement strategy and good business practices, while enhancing efficiencies and cost savings and maintaining high ethical standards; -Monitors, in close relation with PCO, all matters related to In-kind & In-cash Procurements, Contracts, and Finance and Budget in close collaboration with the other ITER Departments;
Main duties / Responsibilities	<ul style="list-style-type: none"> -Develops and maintains with his/her team cost effective, transparent and accountable policies, processes, procedures, working instructions and tools for financial and budgetary management and procurement needs; -Works with Departments/ Offices in (a) planning and managing their budgets, and in ensuring compliance with financial regulations and procedures, and (b) supporting strategic procurement planning and undertaking procurement activities; -Oversees and reports to IO Executive Project Board & Central Team Management Board Members consistent and accurate information, statistics and reports for Finance, Budget, Procurement and Contracts' activities; -Oversees documents related to the IO's Finance and Budget for ITER Council meetings as well as Management Advisory Committee meetings; -Facilitates the activities of the Financial Audit Board to undertake audits and reports to the ITER Council; -Ensures smooth and efficient relationships within the Department and with other Departments;

Measures of effectiveness	<ul style="list-style-type: none"> -Performs other duties in support of the project schedule; -Performs other duties upon management request, as necessary; -Maintains a strong commitment to the implementation of, and compliance with the ITER Safety Program, Quality Program, Nuclear regularity requirements, and high ethical values.
	<ul style="list-style-type: none"> -Reports to the DG as direct line manager; -Interfaces closely with the DDG/RCO, CIO & PCO Heads in regards with the activities of IO-CT technical departments, Offices, Project Teams and DA's, and all other Departments and Divisions within the Organization.
	<ul style="list-style-type: none"> -Successfully manages the In-kind & In-cash Procurements, Contracts, and Finance and Budget activities of the organization with a high degree of efficiency, effectiveness and accuracy; -Ensures the accomplishment of the Department's mission and performance targets, and present regular reports thereon; -Ensures cross optimization and synergies between the divisions and sections under his/her authority; -Ensures effective working relationship with other Departments in the IO in achieving the ITER Project objectives; -Ensures compliance with applicable legal and internal standards requirements within the Department's scope. <p>Project Construction Phase SAP Id: 50000</p>

Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Finance or Business Administration
Level of experience	At least 20 years
Technical experience/knowledge	<ul style="list-style-type: none"> -At least 20 years of progressively responsible experience in finance and procurement management or related areas at international or national level for large scientific or technical projects or organizations. -Previous experience in defining and effectively managing high-profile administrative and related challenges for a large and complex organization or project.
	<ul style="list-style-type: none"> -A minimum of 15 years of high level and supervisory positions in major organizations, preferably in a scientific environment; -Ability to provide effective leadership; -Ability to motivate and develop the team members' skills and experience.
	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Social skills	<ul style="list-style-type: none"> -Ability to negotiate with influence and convince internal and external stakeholders; -Ability to promote high visibility of shared contributions to goals;
General skills	<ul style="list-style-type: none"> -Ability to adjust communication content and style to deliver messages to diverse audiences; -Ability to analyze multiple and diverse sources of information to define problems accurately; -Ability to model high standards of diversity, trust, excellence, team mindset, integrity and loyalty.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	-Relevant computer and IT skills, especially relating to software used for financial and budgetary management, and procurement and contracting.