

Director for Finance, Budget & Management Systems Directorate

FBM-001

Reports to Line Manager:	Director of the Department for Administration	Job Code:	FBM-001
Direct Employment:	Required	Grade:	D1/D2 Director of Directorate
Date Written:	June 2012 Project Construction Phase		

Purpose

To manage the Finance, Budget and Management System Directorate and supervises all related activities in order to support efficiently the achievement of the ITER project's goal.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Supports the Director of the Department for Administration in the timely and accurate planning, management, control and communication of financial information and procedures;
- 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;
- Oversees the Finance, Budget, System Management and Project Information activities, ensuring Quality Assurance and Nuclear requirements enforcement;
- 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 constantly developing their skills and experience;
- 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;
- Oversees and reports to Project Board Members consistent and accurate information, statistics and reports for Finance and Budget's 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;
- Undertakes regular and special studies, particularly in collaboration with the Internal Auditor, to evaluate and improve the effectiveness of administrative policies and processes;
- Ensures the Information Systems strategy development and implementation of tools to meet the IO requirements;
- 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;
- Guarantees the smooth and efficient relations management within the Directorate and between Directorates of the Administration Department;
- Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Strategic Management Plan;
- 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.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 5 years of study after the High School Diploma (ex. a Master's), in Finance or Business Administration.
- **Technical experience:**
 - At least 20 years of outstanding expertise in the administration of a large scientific project or industrial project preferably as part of an international organization.
- **Project experience:**
 - Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project.
- **People Management experience:**
 - A minimum of 10 years in a managerial position, preferably in a scientific environment.
- **Social skills:**
 - Ability to work effectively in a multi-cultural environment;
 - Strong sense of service;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - English (working knowledge).
- **Computer and IT skills:**
 - Expertise in managing integrated IT systems, and Enterprise Resource Planning (ERP) systems such as SAP. Familiarity with project management software.

Direct Supervisor and Interfaces

- Reports to the Director of Administration Department.
- Interfaces with all other Divisions within the Administration Department and all other Departments and Divisions within the Organization.
- 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.

Measures of Effectiveness

- Successfully manages the Finance, Budget, System Management and Project Information of the organization with a high degree of accuracy;
- Process performance targets achievement of the Directorate. Presents indicators demonstrating the improvement of the organizational effectiveness;
- Resources cross-optimization and synergies between the divisions and sections under his/her authority;
- Guarantees good working relationship with other Directorates and Divisions in the IO;
- Ensures the accomplishment of the Directorate's mission;
- Guarantees the conformance to legal and internal standards requirements within the directorate scope.