

# IO1182 Contract Administrator & Insurance Officer ADM-007

## General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration
Division	DGA / Procurement Arrangement and Contract Division

## Job description

Main job	Business Administration - Procurement
Title of the position	Contract Administrator & Insurance Officer ADM-007
Job family	Organizational Support Officer - 2
Grade	P3
Direct employment	Not required
Purpose	<p>To implement and manage tender processes from the expression of the need to the close-out of the contract by implementing and monitoring IO Procurement Procedures.</p> <p>Responsible Officer for the management of the insurance for the ITER Organization within the Procurement and Contract Division.</p>
Main duties / Responsibilities	<p>Manages the negotiation and placing of contracts from the expression of the needs to the close-out, including evaluating bids and negotiating the appropriate commercial agreements while at all times seeking to ensure value for the money;</p> <p>Advises Technical Responsible Officers and others as to the appropriate contractual strategy to follow;</p> <p>Advises Directorates on the full range of procurement issues and contract management;</p> <p>Prepares tenders and contractual documents;</p> <p>Provides input to review, revise and maintain contract terms and conditions;</p> <p>Monitors insurance contracts and all matters related to insurance, including coordination of insurance claims, and advising the line management on insurance matters;</p> <p>Seeks cost effective implementation of insurance policies that have a good ratio of risk to cost;</p> <p>Develops methodologies, procedures and practices for procurement within the ITER Organization;</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>
Measures of effectiveness	<p>interfaces with all Departments, Directorates and Disivisions;</p> <p>. Reports to the Procurement Arrangement &amp; Contract Division Head;</p> <p>In response to requests from the Director-General or the Director of General Administration, or proactively, informs the DG/Director of General Administration 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>Contributes to the execution of the Procurement and Contract Division duties and responsibilities;</p> <p>Contributes to the placement of procurement and contracts services;</p> <p>Contributes to the monitoring insurance matters;</p> <p>Identifies cost savings opportunities for the insurance contracts.</p>
	SAP ID: 50000052

## Applicant criteria

Level of study	Master or higher degree
Diploma	in law, economics or relevant discipline
Level of experience	At least 7 years

Technical experience	<ul style="list-style-type: none"> <li>- Experience in procurement at the international level</li> <li>- Experience in insurance matters</li> <li>- Significant experience dealing with non-standard procurement requirements in a variety of sectors and in an international environment.</li> </ul>
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
General skills	Basic knowledge in Project Management.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Free criteria	Knowledge of an Enterprise Ressource Planning would be considered as an advantage; Knowledge of the French language is desirable.