

Director of Department for Administration

ADM-000

Reports to Line Manager: Director-General	Job Code: ADM-000 Sap Id: 50001202
Direct Employment: Required	Grade: D2/DDG Director of Department
Date Written: November 2010	Date Revised: Sept. 2012 Project Construction Phase

Purpose

The Director of Department for Administration shall support the Director General (DG) in the development of the Strategic Management Plan and the overall strategy and manage the execution of the plan, consistent with the baseline costs, schedule and scope as defined by the ITER Council by providing systems such as budget, scheduling, and staffing plans as well as oversight of staff selection; supporting the Director-General (DG) in all administrative matters related to Human Resources, Finance and Budget, In-kind and In-cash Procurements and Contracts, Project Information Systems, Document Control and System Management to achieve the ITER Project's goal coming into the construction phase; managing efficiently Directors of Directorates in the Department.

Major Duties/Responsibilities

- Supports the DG in all matters related to project administration in close collaboration with the other Departments for the ITER Project, and Safety, Quality and Security, and the Office of the Director-General;
- Provides effective leadership for the Department by ensuring managers and team members are motivated and constantly developing their skills and experience through close staff collaboration;
- Supervises Directorate(s) activities in different areas:
 - Human Resources in the development of staffing initiatives while providing strategic support to ITER Organization (IO) management with regard to human resources policy and relationship with the Staff Committee;
 - Procurement Arrangement & Contract in the effective development of in-kind management and management of in-cash procurements and contracts and supporting cost estimates for large procurements;
 - Finance and Budget in the timely and accurate planning, management, control and communication of financial and budget information and procedures;
 - Project Information Systems in the development and maintenance of tools related to computer technology needs including servers, office computers, network and software infrastructure, video and audio conferencing infrastructure; but not including data acquisition and control;
 - Document Control in regard to documents and records management;
 - Systems management to evaluate and implement changes to processes and management to improve the efficiency of the organization.
- Guarantees the smooth and efficient management of relations between Directorates within the Department and with other Departments;
- Ensures and communicates information, statistics and reports concerning the Department for Administration's activities;
- Facilitates the Financial Audit Board to undertake auditing activities;
- Oversees the preparation of administrative topics for ITER Council meetings as well as Management Advisory Committee meetings;

- Ensures work delivering consistent with the budget of the Department and manages the staffing of the Department;
- 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, Domestic Agencies 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.

Applicant Criteria

Education:

- At least a Master's degree in administration or other relevant discipline;
- Knowledge of project management principles and tools is required;
- Knowledge of public administration is desirable.

• ***Technical experience:***

- At least 20 years of experience in the administration of large scale institutions with international activities;
- Outstanding experience in defining and effectively managing high-profile administration challenges for a large scientific project.

• ***People Management experience:***

- At least 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.

• ***Special skills:***

- Excellent communication and negotiation skills;
- Ability to work in a team and to promote team work;
- Ability to work effectively in an international environment;
- Ability to negotiate with influence and convince internal and external stakeholders;
- Skills consistent with managing a complex developmental project.

• ***Languages:***

- English (working).

Direct Supervisor and Interfaces

- Reports to the Director-General;
- Interfaces with other Departments and Directorates to provide excellent administrative support.

Measures of Effectiveness

- Manages effectively the Directorate Directors and the achievement of their performance targets.
- Generates and maintains trustworthy, accurate and relevant information;
- Supports the implementation of the ITER Project scope;
- Maintains effective and positive communications with all Domestic Agencies;
- Responsible for Department deliverables that meet safety standards, quality schedule and cost requirements;
- Responsible for implementation of safety nuclear regulation and other safety standards of the Department's work;
- Responsible for adherence to technical standards.