



Job Title: Administrator (Contract Services Team)
Report: FIDIC General Counsel/Manager for Legal and Contract Services
Location: Geneva, Switzerland/Europe

1.0 Background

FIDIC is the umbrella body representing the business interests of the global consulting engineering industry. Its membership consists of nearly 100-member association (MA) countries that represent 4 million professionally qualified engineering and consultancy professionals.

FIDIC was formed in 1913 and is governed by an elected board of directors, with its operations undertaken by a team based at FIDIC's headquarters in Geneva, Switzerland, under the leadership of the senior management team.

FIDIC operates through five geographical regions namely: Europe (EFCA), FIDIC Africa, Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) groups. Full details of the FIDIC governance structure and activities are available at www.fidic.org.

FIDIC owns and publishes business practice documents and international standard forms of contracts for works and for clients, consultants, sub-consultants, joint ventures, and representatives, together with related materials such as standard pre-qualification forms. FIDIC also provides adjudicator appointment services as part of its contract services activities.

2.0 Location and working requirements

This is a full-time and permanent role where home working is supported. The candidate will be based in FIDIC's headquarters in Geneva, Switzerland. Occasional travel and work as part of the wider FIDIC Group may be required.

3.0 Role responsibilities

The Administrator will:

- Support FIDIC Contract Services team on all contract services delivery, legal, and compliance activities.
- Be responsible for updating the legal pages on the various FIDIC websites.
- Be responsible for administrative support for all FIDIC legal events, contract services, compliance, and related activities.
- Be responsible for administrative support of contract webinars, seminars, workshops, conferences, roundtables, and other events.
- Be responsible for handling FIDIC contracts enquiries, providing customer service support for clients purchasing FIDIC contracts, licenses, adjudicator appointment process and other ADR services and maintaining the FIDIC contracts hotline.
- Support the activities of FIDIC bookshop including FIDIC Publications management and sales, licensing.
- Work as part of Contract Users Conference Programme team.
- Be responsible for undertaking research analysis where required to support the activities of the FIDIC Contract Services team.



- Support the activities of FIDIC committees such as the Contracts, Risk Liability Committees, global industry bodies, and International Financial Institutions as may be requested from time to time. to assist in drafting briefs, reports and the development of best practice materials working with colleagues in Policy, Federation and Communications teams.
- Support the team in the development of material required to aid the delivery of the legal and contracts input into the Global Infrastructure Conference, Global Leadership Summit, State of the World Series and other FIDIC (and subsidiary company) events.
- Support the team in the development of material and content for the contract users groups, guidance, and practice notes.
- Support the preparation of materials required for corporate compliance related to the General Annual Meetings, Board meetings and other similar activities.
- Undertake project management which may include working with external parties / consultants.
- Support the delivery of FIDIC's strategic objectives and the development of operational enhancement activities for FIDIC members.
- Other ad hoc administrative tasks as requested.

4.0 Required Skills

- Bachelor's degree in a relevant subject (law, business management, administration).
- Attention to detail, organisational skills, writing skills, website support experience, customer service experience.
- Highly experienced in using SharePoint, the Microsoft Office Suite. Willingness to learn the backend support to customers for FIDIC publications including FileOpen.
- The successful candidate will have a can-do positive attitude and able to work in a high-paced environment balancing multiple priorities.

5.0 How to Apply

- This role offers a great opportunity for a dynamic and enthusiastic individual with great organisation and writing expertise to work within a global organisation that engages with members and stakeholders across geographical locations.
- Interested candidates should apply with a two-page cover letter and CV, to uschiefer@fidic.org setting out how their capabilities match the skills and experience required, by the closing date of **Friday, 18 April 2025**.