

# IO1274 Buyer ADM-105

## General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration
Division	GEA/ Procurement and Contracts Division

## Job description

Main job	Business Administration - Procurement
Title of the position	Buyer ADM-105
Job family	Experienced Functional Support - 2
Grade	G4
Direct employment	Required
Purpose	<p>-To manage tender processes, negotiate with suppliers and place purchase orders and contracts to meet the procurement plans.</p> <p>-To manage efficiently and smoothly processes ensuring the respect and the implementation of the ITER Organization (IO) Procurement Procedures.</p> <p>-To propose improvement in the Procurement Procedures whenever appropriate, enhancing fair competition, transparency and obtaining the best value for the IO.</p>
Main duties / Responsibilities	<p>-Manages the preparation of tender documents and processes to place contracts for materials, equipment, supplies and services of a specialized or complex nature in accordance with IO Procurement Procedures;</p> <p>-Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, reviews specifications, issues request for quotations or call for tenders, and prepares evaluation reports;</p> <p>-Examines and analyzes purchase requisitions for completeness and accuracy of information;</p> <p>-Advises responsible officers to clarify or complete information; determines method to process requisition based on the thresholds, timeliness required, existing open contracts;</p> <p>-Receives, makes analyses and deals with expressions of interest and pre-qualifications;</p> <p>-Writes purchase orders, contracts, task orders and amendments;</p> <p>-Implements and communicates procurement procedures to Directorates; assists Directorates in initiating requisitions and orders, and solves problems up front;</p> <p>-Responds to queries from tenderers, contractors and bring necessary support to assistant buyer when appropriate;</p> <p>-Prepares regular reports and makes presentations;</p> <p>-Prepares procurement plan of activities for all procurements and goods/services;</p> <p>-Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the 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>-Reports to the Head of Procurement and Contracts Division;</p> <p>-Interfaces with all Directorates and Divisions within the Organisation;</p> <p>-Interfaces with suppliers;</p> <p>-In response to requests from the Director-General and/or General Administration Director, or proactively, informs the DG/ General Administration Director 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>-Issues timely and effective execution of ITER contracts and purchases for the scope of work within the defined cost and schedule;</p> <p>-Prepares rigorously and accurately reports and tender documents;</p> <p>-Contributes to the continuous improvement of the Procurement and Contracts Division processes.</p> <p>Project Construction Phase.</p>

Applicant criteria

Level of study	Post-Secondary or Bachelor degree
Diploma	Procurement field / Business Management
Level of experience	At least 5 years
Technical experience	-Relevant experience working in a purchasing and contracts department. -A bachelor's degree will be considered as an advantage.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to hold and respect deadlines
General skills	-Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders; -Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach; Experience working in a team environment as an effective team player.
Languages	English (Fluent)
Others	-Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.