

# IO1324 Procurement Responsible Officer ADM-008

## General information

Job category	Standard
Confidential	No
Status	Published
Department	ADM/Directorate for General Administration
Division	GEA/ Procurement and Contracts Division
Section	ADM/ PCD/ Installation, Plant & Support Section

## Job description

Main job	Business Administration - Procurement
Title of the position	Procurement Responsible Officer ADM-008
Job family	Coordinating Officer
Duration of the contract	5 years
Grade	P4
Direct employment	Not required
Supervised by:	Section Leader
Purpose	<p>To manage complex tenders and place contracts for the ITER Organization (IO) from the establishment of the contract strategy through to the closure of the contracts.</p> <p>To propose and orient contract strategies and deal with suppliers for large bidders conference and clarification process;</p> <p>Manages the procurement process for contracts of significant financial and operational impact, from the procurement plan, the contract strategy, the preparation of the tender documents, and the signature of the contracts through to closure without grounds for claims;</p> <p>Proposes a sound procurement strategy for large contracts and manage the preparation of the Instruction to Tenderers for the assigned Directorates in compliance with Strategic Management Plan (SMP);</p> <p>To manage and chair large tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs);</p> <p>To provide input for strategic decision making;</p> <p>To improve IO Procurement policies, procedures, processes, templates and working instructions.</p> <p>Reviews the technical specifications drafted by the technical team in focusing on the schedule and contractual type of requirements and the overall consistency between the different parts of the contract verifying fairness and objectiveness of the document;</p> <p>Drafts contracts terms and conditions, lead negotiations of the final contract and commercial conditions, up to the signature by the upper management;</p> <p>Provides to line management analyses for strategic procurement decisions within the Division;</p> <p>Chairs and manages Evaluation Committees, organize the assessment of the offers and negotiation of terms and conditions in the view of achieving the best value for the IO, and ensuring fairness of the process;</p> <p>Monitors tender procedures and contract strategies in the view of cost containment and best value for the IO;</p> <p>Manages joint tenders with DAs which include the development of procurement strategies, drafting of Memoranda of Understanding for joint tender processes and tender packages;</p> <p>Substitutes the Section Leader on a regular basis;</p> <p>Takes the lead in the resolution of compensation events, claims or disputes;</p> <p>Prepares Procurement Arrangements for the procurement In-kind of components and ensures the IO concurrence on tender processes launched by the DAs for components of safety importance;</p> <p>Trains Technical Line Management and Technical Responsible Officers working for the IO and the DAs on In-cash procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures and processes in order to save costs and implement cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO</p>
Main duties / Responsibilities	

Measures of effectiveness	<p>management;</p> <p>Provides advice to line management for the annual and multi-year procurement plan for the assigned area, in compliance with the SMP and the Detailed Work Schedules (DWS);</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 ITER Safety program, values and ethics.</p> <p>Reports to the Installation, Plant &amp; Support Section Leader;</p> <p>Interfaces with IO Technical Responsible Officers, Finance Division, IO line management and with DAs representatives;</p> <p>In response to requests from the Director-General and/or Director for General Administration (GEA) Directorate, or proactively, informs the Director-General/ Director for GEA Directorate 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>Ensures fair competition and adequate selection and award criteria for the tenders under his/her responsibility;</p> <p>Timely leads negotiations and delivers Contracts for signature;</p> <p>Successfully handles the negotiations with the Domestic Agencies for joint tenders;</p> <p>Develops and executes the Procurement Plans according the ITER Project Schedule;</p> <p>Rigorously implements IO Procurement Procedures for contract awards;</p> <p>Successfully contributes to the organization of the Procurement and Contracts Division.</p> <p>SAP ID: 50000051</p> <p>Project Construction Phase</p>

## Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Business Administration or other relevant
Level of experience	At least 10 years
Technical experience	<p>Proven experience in procurement domain including International public procurement;</p> <p>Proven experience in a scientific, technical or engineering environment;</p> <p>Autonomy in the management of portfolios.</p>
Project experience	At least 3 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to organize and monitor activities, Ability to communicate effectively, Good negotiation skills, Ability to hold and respect deadlines
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Knowledge in SAP or other ERP is an advantage.

## Origin of the job

Entity	ITER ORGANIZATION
Recruitment reason	Replacement

## HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	Violette Andre
Followed by	Mélanie Picarel
Alert recipient(s)	Violette Andre
Publication default start date	6/21/2013
Publication default end date	7/21/2013
Automatic update	No