

IO1367 Procurement Officer ADM-114

General information

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| Job category | Standard |
| Status | Published |
| Department | ADM/Directorate for General Administration |
| Division | GEA / Procurement Arrangement and Contracts Division |
| Section | ADM/ PCD/ Core Tokamak, Controls & Site Section |

Job description

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| Main job | Business Administration - Procurement |
| Title of the position | Procurement Officer ADM-114 |
| Job family | Functional Officer - 2 |
| Grade | P3 |
| Direct employment | Not required |
| Purpose | <p>To manage tender processes for in-cash contracts and/or joint tenders with the DAs;</p> <p>To implement and improve IO Procurement In-cash and In Kind policies, procedures, processes and working instructions;</p> <p>To coordinate and manage all activities within the assigned Directorate(s), related to contractual, legal and administrative aspects of Procurement Arrangements (PAs) signed between IO and the Domestic Agencies (DAs) for the procurement In-kind.</p> |
| Main duties / Responsibilities | <p>Manages tender processes for in cash contracts, including joint tenders with DAs which include the development of procurement strategies, drafting of Memoranda of Understanding for joint tender processes, drafting tender packages & negotiating with suppliers whenever necessary;</p> <p>Provides support to technical directorates for technical specifications associated with procurement requirements;</p> <p>Provides advice to line management for the annual & multi-year procurement plan for the assigned area, in compliance with the Strategic Management Plan (SMP) & the Detailed Work Schedules (DWS);</p> <p>Trains Technical Responsible Officers working for the IO & the DAs on In-kind & In-cash procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures & processes in order to save costs & implement cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;</p> <p>Proposes a sound procurement strategy for each PA and coordinates the development of PAs for the assigned Directorates in compliance with SMP Milestones;</p> <p>Reviews the technical specifications (Annex B) 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 PA;</p> <p>Drafts special and general conditions, participates in the negotiation of the final PA documentation, up to the signature by the Director General and the DAs, etc.;</p> <p>Provides support to the IO Responsible Officers in the management and follow-up of PAs once signed, for PAs requiring IO concurrence for the placement of DAs' contracts;</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 ITER Safety program, values and ethics.</p> <p>Reports to the Procurement Core Tokamak, Controls & Site Section Leader;</p> <p>Interfaces with IO Technical Responsible Officers, IO line management and with DAs representatives;</p> <p>In response to requests from the Director-General and/or Director for General Administration Directorate, or proactively, informs the Director-General/ Director for General Administration 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> |

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| Measures of effectiveness | <p>Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contracts Division in his/her scope;</p> <p>Timely delivers tenders and contracts in accordance with the relevant directorate procurement plans;</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>Timely delivers PAs Main and Annex A (General Conditions), and ensures the consistency with the Annexes B (Technical Specifications);</p> <p>Successfully handles the negotiations with the Domestic Agencies and coordinate the signature of PAs.</p> <p>Sap Id: 50000110</p> <p>Project Construction Phase</p> |
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Applicant criteria

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| Level of study | Master or higher degree |
| Diploma | Business admin, Law or other & tech. background |
| Level of experience | At least 8 years |
| Technical experience | <p>At least 8 years of proven experience in procurement domain in technical areas;</p> <p>Basic experience in public procurement is required;</p> <p>Proven experience in technical and scientific environment;</p> <p>Autonomy in the management of portfolios.</p> <p>Basic Project Managemnt experience requiered.</p> |
| 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, Good planning and organisational skills, Good negotiation skills |
| Languages | <p>English (Working)</p> <p>Engineering Master's degree is considered as an advantage.</p> |
| Others | <p>Computer and IT skills:</p> <p>Good command of the MS Office Package;</p> <p>ERP proficiency (SAP or other), MS project.</p> |