

# IO1441 Procurement Responsible Officer ADM-008

## General information

Job category	Standard
Status	Published
Department	ADM/Directorate for General Administration
Division	GEA / Procurement and Contract Division
Section	GEA/ PCD/ Procurement Installation, Plant & Support Section

## Job description

Main job	Business Administration - Procurement
Title of the position	Procurement Responsible Officer ADM-008
Job family	Coordinating Officer
Grade	P4
Direct employment	Not required
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 interface with suppliers for large bidders conference and clarification process; chair large tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs);</p> <p>To manage all activities relating to the development and implementation of Procurement Arrangements (PA) and all related Agreements;</p> <p>To provide input for strategic decision making;</p> <p>To improve IO Procurement policies, procedures, processes, templates and working instructions.</p>
Main duties / Responsibilities	<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 PAs; manages the preparation of PAs and Instruction to Tenderers for the assigned Directorates in compliance with the Strategic Management Plan (SMP);</p> <p>Reviews the technical specifications drafted by the technical team, 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, and leads negotiations of the final contract and commercial conditions, up to the signature by IO management;</p> <p>Provides line management with analyses for strategic procurement decisions within the Division;</p> <p>Chairs and manages Evaluation Committees, organizes 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 including the development of procurement strategies; drafts Memoranda of Understanding for joint tender processes and tender packages;</p> <p>Substitutes the Section Leader on a regular basis;</p> <p>Assumes a leadership role in the resolution of compensation events, claims or disputes;</p> <p>Prepares PAs for the in-kind procurement of components and ensures the IO concurrence on tender processes launched by the DAs for components of safety importance;</p> <p>Serves as a resource to technical line management and Technical Responsible Officers (TRO) working for the IO and the DAs with regard to in-cash and in-kind procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures and processes in order to reduce costs and achieve cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;</p> <p>Advises line management regarding the annual and multi-year procurement plan for the assigned area(s), 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>

Measures of effectiveness	Maintains a strong commitment to the implementation and perpetuation of ITER Safety program, values and ethics.
	Reports to the Installation, Plant & Support Section Leader; Interfaces with IO TROs, Finance Division, IO line management and DA representatives; 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.
	Ensures fair competition and adequate selection and award criteria for the tenders under his/her responsibility; Leads negotiations and delivers Contracts for signature in accordance with agreed-upon deadlines; Successfully handles negotiations with the DAs for joint tenders; Develops and executes the procurement plans in accordance with the ITER Project Schedule; Rigorously implements IO procurement policies, procedures and processes; Effectively contributes to the organization of the Procurement and Contracts Division.
	SAP ID: 50000051 Project Construction Phase

## Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Engineering or other relevant discipline
Level of experience	At least 10 years
Technical experience	At least 10 years of procurement domain experience including the management of complex tenders and international public procurement; Experience in a construction, engineering or scientific environment; Autonomy in the management of portfolios.
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
General skills	Demonstrated excellence in written and verbal communications and negotiations; Well-developed planning and organization skills;
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP