



the way to new energy

china eu india japan korea russia usa


JOB DETAIL

Ref. IO1581 - 10/7/2015

Buyer - FPD-010

Main job	Procurement
Department	FPD / Finance & Procurement Department
Division	FPD / Procurement & Contracts Division
Section	FPD / PCD / Procurement Core Tokamak, Controls & Site Section
Job Family	Functional Assistant - 2
Application Deadline (MM/DD/YYYY)	11/01/2015
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> <ul style="list-style-type: none">• Manages the preparation of tender documents and processes to place contracts for construction, assembly, works contracts, , supplies and services of a specialized or complex nature in accordance with IO Procurement Procedures;
Main duties / Responsibilities	<ul style="list-style-type: none">• 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;• Examines and analyzes purchase requisitions for completeness and accuracy of information;• Advises responsible officers to clarify or complete information; determines method to process requisition based on the thresholds, timeliness required, existing open contracts;• Receives, makes analyses and deals with expressions of interest and pre-qualifications;• Writes purchase orders, contracts, task orders and amendments;• Implements and communicates procurement procedures to Directorates; assists Directorates in initiating requisitions and orders, and solves problems up front;• Responds to queries from tenderers, contractors and bring necessary support to assistant buyer when appropriate;• Prepares regular reports and makes presentations;• Prepares procurement plan of activities for all procurements and goods/services;• Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;• May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. <ul style="list-style-type: none">• Reports to the Procurement Core Tokamak, Controls and Site Section Leader;• Interfaces with all Departments and Divisions within the

My space

 See jobs

My job alert

	<div>Organisation;<ul style="list-style-type: none">• Interfaces with suppliers;• In response to requests from the Director-General and/or Finance & Procurement Department (FPD) Head, or proactively, informs the DG/ FPD Head 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.</div>
Measures of effectiveness	<div><ul style="list-style-type: none">• Issues timely and effective execution of ITER contracts and purchases for the scope of work within the defined cost and schedule;• Prepares rigorously and accurately reports and tender documents;• Contributes to the continuous improvement of the Procurement and Contracts Division processes.</div>
	SAP Id:50002531
	Project Construction Phase
Level of study	At least Bachelor's degree or equivalent
Diploma	Procurement field, business management or other
Level of experience	At least 5 years
Technical experience/knowledge	<div><ul style="list-style-type: none">– At least 5 years' relevant experience working in a purchasing and contracts department;– Experience in assembly and works contracts for large scientific projects will be an advantage.</div>
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	<div><ul style="list-style-type: none">– Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders;– Ability to hold and respect deadlines;– Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;</div>
Others	– Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.
Languages	English (Fluent)

For more information about ITER, visit our web site : <http://www.iter.org>