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JOB DETAIL

Ref. IO1872 - 8/1/2017

Assistant Buyer /Buyer - FPD-009 &044

Main job Procurement**Department** FPD / Finance & Procurement Department**Division** FPD / Procurement & Contracts Division**Job Family** Functional Assistant - 1**Application Deadline
(MM/DD/YYYY)** 09/10/2017**Grade** G3 or G4**Direct employment** Required**Purpose** Two openings Assistant Buyer G3 & Buyer G4

To handle (or to support for Assistant Buyer role) tender processes, negotiate with suppliers and place purchase orders and contracts to meet the procurement plans.

To implement ITER Organization (IO) Procurement Procedures in an efficient and smooth manner together with Technical Departments/Office for planning procurement activities and recommend the best strategy for meeting the schedule and the best value for the ITER Organization (IO).

To propose improvement in the Procurement Procedures whenever appropriate, in order to constantly find the best value for the IO and ensure fair competition and transparency.

For Assistant Buyer role:

- Supports the development of the annual and multi-year procurement plan for the assigned scope, in compliance with the Overall Project Schedule;
- Prepares contracts including: reviewing and analyzing the expression of the needs, reviewing and advising on technical specifications, drafting of special conditions and instruction to tenderers packages, to signature by the IO Contracting Authority;
- Supports the preparation of the tender documents in close collaboration with Responsible Officers and line management for In-Cash contracts;
- Participates to Evaluation Committees, organizes the assessment of the tenders and drafts related reports when necessary;
- Proposes improvement in the procurement procedures and processes in order to save costs and implement cost containment objectives;

**Main duties /
Responsibilities**

For Buyer role:

- Develops the annual and multi-year procurement plan for the assigned scope, in compliance with the Overall Project Schedule;
- Manages and prepares contracts including: reviewing and analyzing the expression of the needs, reviewing and advising on technical specifications, drafting of special conditions and instruction to tenderers packages, to signature by the IO Contracting Authority;
- Manages the preparation of the tender documents in close collaboration with Responsible Officers and line management for In-Cash contracts;
- Manages the preparation of the tender documents in close collaboration with Responsible Officers and line management for In-Cash contracts;
- Participates to Evaluation Committees, organizes the assessment of the tenders and provides advice to Evaluation Committee members; drafts all related reports;

For both roles:

- Depending upon complexity and nature, may chair Evaluation Committees;
- Manages the preparation of tender documents in close collaboration with Responsible Officers and PCD line management;
- Follows-up with IO Responsible Officers (ROs) in the management of contracts after signature through to closure;
- Acts as interface with tenderers pre and post-award of the contract for clarification and changes in the terms of contracts;
- Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;
- Performs other duties in support of the project schedule;
- May be requested to be part of any of the project/construction teams and to perform other duties;
- Performs other duties linked to the above purpose upon management request, as necessary;

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	<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 Procurement Engineering, Plant and Support Section Leader or Procurement Construction, Assembly and Logistics Section Leader;</p> <p>-In response to requests from the Director-General and/or the Head of the Procurement & Finance Department (FPD) , or proactively, informs the Director-General, as well as the Procurement & Contracts Division Head of any important and urgent issues that cannot be handled by the direct line management and may jeopardize the achievement of the Project's objectives.</p> <p>-Interfaces with all Directorates and Divisions within the Organization;</p> <p>-Interfaces with suppliers.</p> <p>For Buyer role</p> <p>-Issues and manages the contracts for their scope, within the defined cost and schedule;</p> <p>-Advises efficiently technical units for tendering process;</p> <p>-Contributes to the continuous improvement of procurement procedures;</p> <p>-Prepares rigorously and accurately reports and tender documents.</p> <p>For Assistant Buyer</p> <p>-Drafts and follows-up the contracts for their scope, within the defined cost and schedule;</p> <p>-Contributes to the improvement of procurement procedures;</p> <p>-Prepares rigorously and accurately reports and tender documents.</p> <p>Project Construction Phase ID SAP 50000049</p>
Level of study	Two years post-secondary education
Diploma	Procurement field business management or other
Level of experience	At least 3 years
Technical experience/knowledge	<p>-Two-year's post-secondary education for Assistant Buyer and Bachelor's degree for Buyer or equivalent in the procurement field business management or other related discipline.</p> <p>-At least 3 years of relevant experience for assistant Buyer and at least 5 years for Buyer, working in procurement domain at similar level than position applied for;</p> <p>-Autonomy in the management of portfolios for Buyer;</p> <p>-Extensive experience in similar jobs (involving similar work responsibilities) or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree;</p> <p>-Basic experience in public procurement is considered as an advantage;</p> <p>-Proven experience in a scientific environment and/or construction/installation contracts is considered as an advantage.</p>
Social skills	<p>Ability to work effectively in a multi-cultural environment</p> <p>Ability to work in a team and to promote team spirit</p> <p>Ability to communicate effectively</p> <p>Good planning and organisational skills</p>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) SAP
General skills	-Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders;
Languages	English (Fluent)

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