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## JOB DETAIL

Ref. IO1934 - 1/9/2018

### Procurement Responsible Officer - FPD-036

**Main job** Procurement

**Department** FPD / Finance & Procurement Department

**Division** FPD / Procurement & Contracts Division

**Section** FPD / PCD / Procurement, Construction, Assembly & Logistics Section

**Job Family** Coordinating Officer

**Application Deadline (MM/DD/YYYY)** 02/07/2018

**Grade** P4

**Direct employment** Not required

**Purpose** The present opening may be followed by other similar positions at the levels of Responsible Officer (P4) and/or Officer (P3), for which applications to FPD-036 shall be considered.

To develop and propose contract strategies for large contracts.  
To manage tenders and place contracts for the ITER Organization (IO), from the establishment of the contract strategy through to the closure of the contracts.  
To interface with suppliers for large Tenderers conference, negotiations, changes in the terms of contract.  
To chair large tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs).  
To coach the IO technical teams and propose improvements to existing processes and procedures.

**Main duties / Responsibilities**

- Manages procurement processes for contracts of significant financial and operational impact, including in particular the development of procurement plans, the preparation of the tender documents, the signature of the contract through to closure;
- Develops procurement strategies through a thorough analysis of the needs and associated risks, provides advice to the line management on appropriate tender and contractual strategies and potential issues post signature of the contract;
- Reviews and advises on technical specifications, proposes selection, award criteria, and drafts Instructions to Tenderers and special conditions of contracts;
- Manages and chairs evaluation committees, supervises industrial information days and tenderers' conferences, organizes the assessment of the tenders;
- Leads negotiation the view of achieving the best value for the IO;
- Follows up on proper implementation of procurement plans and raises early warnings on potential issues;
- Manages joint procurement with ITER Project Domestic Agencies;
- Advises contract managers during the execution of the contracts and leads contract changes;
- Provides input to continuous improvements for procurement procedures and processes and contract terms and conditions templates, ;
- Coaches technical teams, and develops the awareness on procurement methodologies, procedures and best practices within the Procurement and Contracts Division;
- Evaluates, prepares, and presents standard and ad-hoc status and progress reports;
- Perform other duties in support of the project schedule;
- Maintain a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

**Measures of effectiveness**

- Reports to the Procurement Construction, Assembly & Logistics Section Leader;
- Interfaces with IO Technical Responsible Officers, IO line management and with DAs representatives;
- Interfaces with contractors;
- In response to requests from the Director-General and/or Head of the Finance & Procurement Department (FPD), or proactively, informs the Director-General/ Head of FPD 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.

- Propose efficient procurement strategies;
- Timely place and deliver contracts in compliance with the IO rules and regulations;
- Develop and execute Procurement Plans according the

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ITER Project schedule;  
 -Successfully handle negotiations with potential contractors;  
 -Interfaces effectively with Domestic Agencies for joint procurement strategies;  
 -Rigorously implement IO Procurement Procedures for contract awards.

Project Construction Phase

<b>Level of study</b>	Master or equivalent degree
<b>Diploma</b>	Law or Business Administration, or other disciplin
<b>Level of experience</b>	At least 10 years
<b>Technical experience/knowledge</b>	<ul style="list-style-type: none"> <li>-Excellent knowledge of public procurement and good project management.</li> <li>-At least 10 years' experience in procurement, preferably within an international environment;</li> <li>-At least 5 years of public procurement experience;</li> <li>-Proven relevant experience dealing with international and non-standard procurement requirements in a variety of sectors, especially scientific and construction projects;</li> <li>-Knowledge and practice of FIDIC contracts will be an advantage;</li> <li>-Project Management experience in addition to the procurement experience, will be an advantage.</li> </ul>
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
<b>Specific skills</b>	MS Office standard (Word, Excel, PowerPoint, Outlook) SAP
<b>General skills</b>	<ul style="list-style-type: none"> <li>-Ability to facilitate, negotiate, and dialogue with a wide variety of contributors and stakeholders in a leadership role;</li> <li>-Ability to adjust communication content and style to deliver messages;</li> <li>-Ability to drive self, make proposals and persist in the face of challenges to meet deadlines with high standards;</li> <li>-Good organizational skills;</li> <li>-Ability to model high standards of team mindset, trust, excellence, loyalty and integrity.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>-Good command of the Microsoft Office package;</li> <li>-Proficiency in an Enterprise Resources Planning tool (SAP or similar).</li> </ul>
<b>Languages</b>	English (Fluent)

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