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## JOB DETAIL

Ref. IO2037 - 10/31/2018

### Head of Division Procurement & Contracts FPD-005

**Main job** Executive Management

**Department** FPD / Finance & Procurement Department

**Division** FPD / Procurement & Contracts Division

**Job Family** Head of Division

**Application Deadline  
(MM/DD/YYYY)** 11/27/2018

**Grade** D1

**Direct employment** Required

**Purpose** To lead the procurement function, including the development and implementation of strategic procurement, contracting and supply management strategies, procurement procedures and processes to ensure that the ITER Organization (IO) attains the best value in the supply, works and services required to enable the achievement of its goals.  
To manage the IO Procurement Team;  
To oversee the management of IO tender processes, contract drafting and Task Agreements (TAs);  
To develop and maintain procurement procedures and working instructions.

**Main duties / Responsibilities** Manages the Procurement and Contracts Division teams who are in charge of the IO procurement activities, as well as Task Agreements signed with the Domestic Agencies (DAs);  
Provides expert advice to key stakeholders on all aspects of procurement to enhance good business practices and support delivery in accordance with the IO's requirements, Defines innovative solutions within the boundary conditions to cope with business requirements ;  
Acts as IO's Contracting Authority upon the Director General's delegation;  
Develops and implements annual and multi-year procurement plans for the IO;  
Proposes and implements "good practices" (tools, Data Management and associated processes) supporting contract management culture enhancement;  
Develops, maintains and implements policies for the IO;  
Chairs the largest Tenders Evaluation Committees and ensure the awareness of all members with regard to the procurement procedures;  
Leads post award negotiations with contractors;  
Reviews and prepares regular status reports regarding contracts and procurement;  
Represents the IO in key meetings with suppliers and host authorities whenever needed, in relation with the scope of the Division (customs, insurance, taxes, transports, etc...);  
Provides effective leadership for the Division by: planning and allocating work assignments, offering coaching and mentoring, ensuring team members are motivated and constantly developing their skills and experience;  
May be required to work outside normal working hours, including nights, weekends and public holidays;  
Builds and maintains relationship with internal and external stakeholders;  
May be requested to support any of the project/construction teams and to perform other duties in support of the project;  
Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct.

**Measures of effectiveness** Reports to the Finance and Procurement Department (FPD) Head;  
In response to requests from the Director-General and/or Deputy Director-General (DDG)/ Relations Coordinating Officer (RCO), or proactively, informs the Director-General or DDG/ RCO 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.

Successfully manages the Procurement and Contracts Division with a high degree of accuracy / professionalism;  
Successfully manages the allocation of procurement and service contracts;  
Responsible for Division deliverables that meet safety standards, quality schedule and cost requirements;  
Responsible for implementation of safety nuclear regulation and other safety standards of the Division's work;  
Responsible for adherence to IO Procurement and Quality

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Management Program standards;  
 Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;  
 Maximizes human capital and people's commitment to achieve the IO goals ;  
 Provides leadership in safety.

<b>Level of study</b>	Master or equivalent degree
<b>Diploma</b>	Law, Business Administration or Engineering
<b>Level of experience</b>	At least 15 years
<b>Technical experience/knowledge</b>	At least 15 years' experience in public procurement, including 10 years of managerial responsibilities; Experience in providing effective leadership and managing technical and scientific contracts. Good project management knowledge and experience required; Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training in relevant domains may be considered a reasonable substitute for the required educational degree; PMP/PMI certification appreciated.
<b>General skills</b>	Ability to facilitate dialogue with a wide variety of contributors and stakeholders; Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment; Ability to persist in the face of challenges to meet deadlines with high standards; Ability to analyze multiple and diverse sources of information to define problems accurately before moving to solutions; Ability to model high standards of team mindset, trust, excellence, loyalty and integrity.
<b>Others</b>	Proficiency in SAP, Microsoft Pack Office or other project management tools.
<b>Languages</b>	English (Fluent)

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