

# Job Title: Procurement Officer IO0094

Requisition ID **4681** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 07/11/2021

**Domain:** Corporate

**Department:** Finance & Procurement

**Division:** Procurement & Contracts

**Section:** Construction, Assembly & Logistics

**Job Family:** Project Support

**Job Role:** Project Coordinator – 2

**Job Grade:** P2

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

## **Purpose**

As a Procurement Officer, you will be accountable and responsible for procurement activities across the entire procurement and contract lifecycle, from the planning and definition of requirements up until the close of the contract for services, supplies and/or works as required. You will work with a range of internal clients with contracts relating to construction, assembly and installation and/or supply of mechanical components/electrical components/tooling/systems.

## **Background**

The Procurement and Contracts Division (PCD) provides procurement expertise to successfully contribute to the delivery of the ITER Project. Its mission is to manage procurement activities, place and follow-up contracts in compliance with the principles and objectives set in the ITER Agreement and the Project Resource Management Regulations. The Procurement team implements competitive procedures in compliance with ITER Organization (IO) procurement procedures, and provides efficient, responsive and quality in-cash procurement services, contract management services in support to the IO Departments in a fast paced and multicultural environment.

## **Key Duties, Scope, and Level of Accountability**

- Manages the procurement process for contracts from the development of procurement plans, procurement and contract strategies, to the preparation of the tender documents, up until the signature of the contract through to closure;
- Reviews and advises on technical specifications, proposes selection and award criteria, writes instructions to tenderers and special conditions of contracts, whilst ensuring consistency of the

- procurement related documents;
- Anticipates and identifies issues and delays in the project and takes the initiative with subsequent corrective actions in consultation with the line management;
- Interfaces with the IO Legal and Finance Divisions when drafting and placing contracts;
- Proposes recovery plans and ensures their implementation;
- Writes and/or reviews structured documents (reports, procurement strategy papers, evaluation reports, processes, guidelines, how-to...);
- Manages evaluation committees, and chairs such committees when appropriate, and organizes the assessment of the tenders ensuring that different options and outcomes are considered;
- Develops and/or follows up on the proper implementation of procurement plans and flags any problems to Construction Contract Sourcing (CCS) Group Leader;
- Prioritizes and executes procurement activities to ensure high quality and lowest risks for the Project;
- Based on lessons learnt, proposes inputs for continuous improvements in terms of procurement process, system, and structural improvement; proposes and participates to their development and implementation;
- Guides and trains PCD newcomers and stakeholders on procurement rules, methods, practices, and tools as appropriate;
- Deals with procurement process varying from small value to greater value contracts having no major operational complexity;
- Leads relatively straight forward negotiations in the view to achieving the best value for the IO;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

### Measure of Effectiveness

---

- Places and delivers simple and complex contracts in compliance with the IO rules and regulations, in a timely manner;
- Develops and follows-up procurement plans in accordance with the ITER Project schedule;
- Successfully leads negotiations with suppliers, also interfacing with IO stakeholders, and Domestic Agencies representatives;
- Rigorously implements IO Procurement Procedures for contract awards;
- Proficiently uses IO procurement tools and transfers competencies and knowledge to other staff;
- Adapts well to new ways of working and promotes new ways of learning through training, mentoring or networking

### Experience & Profile

---

- **Professional Experience:**
  - Minimum 5 years' experience in managing procurement within complex international environments or technical/scientific projects.
- **Education:**
  - Master's degree or equivalent in the field of Business Administration, Law or other relevant discipline;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Technical competencies and demonstrated experience in:**
  - Public procurement experience is a strong advantage;
  - Dealing with non-standard procurement requirements across a variety of services and works, especially for technical, scientific or construction projects is an advantage;
  - Autonomous preparation and organization of procurement plans within a complex procurement lifecycle;

- Project Management: Planning, measuring progress of project work, managing risks/costs and reporting on progress of "Purchase to pay" process;
- Negotiation and persuasion/influencing abilities, by building support for ideas and initiatives through the effective presentation of facts and evidence;
- Writing Skills: Ability to write structured documents in a clear, concise and impartial manner;
- Ability to analyze information, identify critical elements, assess consequences of different courses of action and propose logical conclusions to stakeholders.
- ***Behavioral Competencies:***
  - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
  - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand/define problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

---

***The following important information shall apply to all jobs at ITER Organization:***

- 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;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.