

## Job Title: Procurement Officer IO0146 & IO0346

Requisition ID **7079** - 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.

ITER Organization (IO) is an Equal Opportunity/Inclusive organization committed to diversity in the workplace, with diversity and Inclusiveness being one of the ITER Values.

As IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. IO believes it is our diverse perspectives and backgrounds that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

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:** 16/08/2023

**Department:** Finance & Procurement Department

**Division:** Procurement & Contracts Division

**Section:** Eng., Science, Op. & Corp. Section

**Job Family:** Project Support

**Job Role:** Project Officer

**Job Grade:** P3

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

**Contract Duration:** Up to 5 years

### Two positions

#### **Purpose**

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As a Procurement Officer, you will be accountable and responsible for tender and contract management in addition to other procurement activities across the entire procurement and contract lifecycle, from the planning and definition of requirements through the close of the contract for services, supplies, and/or works as required, including Contracts Management support during contract execution. You will work with a range of internal clients with contracts relating to Construction, Assembly, and Logistics.

The support on FIDIC contracts may be adjusted depending on the project needs evolution, and while having FIDIC experience is an advantage, candidates with less experience in this area are also encouraged to apply.

#### **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.

The position is based in the Construction, Assembly, and Logistics section (CAL), which provides procurement and contract management support to the Construction Domain and deals with all construction contracts (most of them are FIDIC contracts) and contractors claims throughout the ITER Organization (IO).

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

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#### **Tenders management:**

- Manages the procurement plans and 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;
- Manages evaluation committees, and chairs such committees when appropriate, and organizes the assessment of the tenders ensuring that different options and outcomes are considered in full compliance with internal regulations;
- Leads negotiations in the view of achieving the best value for the IO;
- Maintains and supports developments of procurement tools and systems (ERP SAP, I-PROC/Ariba, IDM,...) to increase the efficiency of the procurement process;
- Based on lessons learnt, identifies opportunities for process, system, and structural improvement, proposes inputs for continuous improvements, and participates to their development and implementation;
- Develops the awareness on procurement methodologies, procedures and best practices within the ITER Organization;
- Guides and trains the ITER Organization's Departments and/or 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 with potentially operational complexity;

#### **Contract Management support:**

- Partners, coordinates and monitors with Contract Management Teams, CNST Contract Responsible Officer(s) CROs (FIDIC Engineers and Resident Engineers), Finance Department, Legal Department and the Construction-Managements-Agent Contract (Engineer's Assistant) for activities related to contract decisions, negotiation and implementation;
- Supports the CROs and/or FIDIC Engineers/ Resident Engineers in all aspects related to the management and administration of the construction contracts, including preparation, amendment, option release, variations, claims, meetings, contract close-out, etc.;
- Provides expert recommendations regarding contract strategies taking into consideration contractual risks;
- Coordinates the contract implementation ensuring the execution of the commercial contract strategies, the verification of compliance of the Parties with terms and conditions of contract, the achievement of set objectives & responsibilities including cost containment targets and contractor claims;
- May be requested to be part of any of the project 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**

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- Places and delivers simple and complex contracts in compliance with the IO rules and regulations, and within defined schedule;
- Develops and follows-up procurement plans in accordance with the ITER Project schedule;
- Writes and/or reviews structured documents (reports, procurement strategy papers, evaluation reports, processes, guidelines, how-to...) to the expected standard and deadline;
- Develops and/or follows up on the proper implementation of procurement plans and proactively flags any problems to the Group Leader;
- Prioritizes and executes procurement activities to ensure high quality and lowest risks for the Project;
- Anticipates and identifies issues and delays in the project, and takes initiative with subsequent corrective actions in consultation with the line management, proposing recovery plans and ensuring their implementation;
- Monitors construction contracts in good collaboration with CROs and CMA, maintaining the defined schedule and budget;
- Successfully leads negotiations with suppliers, IO stakeholders, and Domestic Agencies representatives;
- Proficiently uses IO procurement tools (ERP SAP, I-PROC/Ariba, IDM,...), leverages them to achieve effectiveness and efficiency of the procurement process in addition to transferring these 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

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- **Professional Experience:**
  - Minimum 8 years' experience in construction procurement and high value construction contract management, preferably within complex international environments or projects.
- **Education:**
  - Masters' degree or equivalent in Business Administration, Law, Engineering 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:**
- Procurement and contract management: knowledge and practice of procurement and contract management procedures, needs requirements, sourcing activities, tender preparation, contract award, execution and delivery, amendments, and implementation including managing external parties to ensure delivery according to contractual agreements;
- Highly regulated and complex industry construction projects such as nuclear, ESP/ESPN, high vacuum, etc.;
- Specialized domains of work and technical expertise: SAP and/or Ariba, FIDIC contracts (at least 3 years of hand-on experience will be an advantage), claim management, Earned Value Management;
  - Non-standard procurement requirements across a variety of services and works, for technical, scientific or construction projects;
  - 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, managing plans within the constraints of human and financial constraints;
  - Negotiation: ability to reach an agreement with another party to reach IO objectives;
  - Persuasion and ability to use influence, building support for ideas and initiatives through the effective presentation of facts and evidence;
  - Writing and presentation: write and review contractual and technical documents in the domain of expertise, document and transmit knowledge with data, clarity, and precision;
  - Ability to analyze information, identify critical elements, assess consequences of different courses of action and propose logical conclusions to stakeholders;

- Public procurement experience is a strong advantage;
- Engineering qualifications would be considered advantageous.
- **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/solutions;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity;
  - Interpersonal savvy: relating openly and comfortably with diverse groups of people.
- **Additional Behavioral Competencies:**
  - Able to cope with stress, and to meet strict deadlines inherent to the nature of complex and large construction projects.
  - Capacity to handle multiple complex tasks in parallel and produce the required output in time and free of errors.

***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 (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
  - 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
  - 2) Occupational Health, Safety & Security
  - 3) Quality Assurance Processes
- 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 or Department 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.
- For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, the possession of a driving license valid in France is required. No commuting vehicle will be provided by the ITER Organization.