

# Job Title: Head of Procurement Division IO0830

Requisition ID **7021** - 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:** 31/05/2023

**Division:** Procurement

**Job Family:** Line Management and Group Leaders

**Job Role:** Head of Division

**Job Grade:** D1

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

**Contract duration:** Up to 5 years

## Purpose

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As the Head of Procurement Division (PRD), you will support the Head of Administration Department (ADM) in overseeing the management of in-cash and in-kind Procurement of the ITER Organization.

Particular focus will include in-cash contracts or agreements with economic operators, procurement Arrangements (PAs) related to In-Kind allocation with the Domestic Agencies (DAs) of the ITER Project, and Task Agreements (TAs), with respect to decisions taken by the Director-General (DG) and ADM Head. You will also interact with Deputy DG (DDG) Corporate and DDG Science and Technology when necessary.

Additionally, you will propose strategic support related to the execution of procurement activities and corrective measures as necessary to the line management, ensuring procurement strategies are compliant with overall strategic planning and objectives, best practices, and IO policies and procedures.

## Main mission of the PRD

PRD leads the in-cash and in-kind procurement, from strategy through to contract, to deliver high quality and cost effective contracts, as well as to prepare and follow-up Procurement Arrangements in support of the ITER project baseline.

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

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- Provides effective leadership for the Division by guiding managers and team members and ensuring that they are motivated and constantly developing their skills and experience, and implementing the staffing plan;
- Acts as IO Contracting Authority upon Director General's delegation;
- Develops long and mid-term procurement strategies in support of the IO procurement plans, and in particular related to the ITER Assembly & Installation activities;
- Represents the IO and negotiates with suppliers in key meetings, managing and resolving claims associated with high-stakes contracts in collaboration with Legal Affairs;
- Guides and constantly improves the management of activities related to in-cash contracts, TA, and PAs for the IO;
- Develops and maintains procurement processes and procedures to meet the evolving needs of the project;
- Leads negotiations with DAs on improvement of In-Kind work methods, processes and tools;
- Sets up Key Performance Indicators for PAs, change requests, and monitors them in compliance with In-Kind Procurement guidelines and principles, as well as with the Project Baselines (scope, cost and schedule);
- Ensures the PAs are effectively integrated with Central Integration and Construction Frameworks, as well as Quality and Safety requirements;
- Develops and implements annual and multi-year procurement plans for the IO, supporting the execution of the project baseline;
- Tracks and reports key functional metrics to reduce expenses and improve effectiveness;
- Coordinates and supports the contractual and financial aspects for the procurement of large investment, Research & Development (R&D), and external specialized service contracts;
- Chairs the larger Tenders Evaluation Committees and ensures the awareness of all members with regard to the procurement procedures;
- Prepare documents related to the IO's Procurement for ITER Council meetings as well as Management Advisory Committee meetings;
- Reviews and prepares regular status reports regarding contracts and procurement for various meetings or audits purpose;
- Manages and implements internal and external controls as required;
- Performs risk management for service contracts and agreements;
- Builds and maintains relationship with internal and external stakeholders;
- Ensures smooth and efficient relationships within the Division, the Department, as well as the other units;
- May be requested 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.

### **Measures of Effectiveness**

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- Successfully manages procurement related activities of the organization with a high degree of efficiency, cost-effectiveness and accuracy;
- Successfully negotiates high-stakes contracts and resolution of claims with suppliers;
- Ensures the accomplishment of the Division's mission and performance targets, and presents regular reports thereon;
- Ensures excellent communication, working relationships and cross-optimization and synergies between the sections and groups under his/her authority, as well as with other units in the IO in achieving the ITER Project objectives;

- Ensures compliance with applicable legal and internal standards requirements within the Division's scope.

## Experience & Profile

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- **Professional Experience:**
  - Minimum 15 years of experience in procurement, negotiations of contracts, and resolution of claims, at international or national level for in the field of large scientific or technical initiatives within complex environments or projects.
- **Education:**
  - Master's degree in Engineering, Business Administration or any 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:**
  - English (working knowledge).
- **Technical Competencies and demonstrated experience in:**
  - Defining the procurement strategy and effectively sourcing, managing contracts sourcing and mastering procurement techniques as well as a dexterity in "reading" the market;
  - Negotiating large contracts and claims for complex construction projects;
  - Developing and implementing digital tools, ensuring stakeholders and teams are trained and adjusted to the new process;
  - Managing crises or major problems involving multiple stakeholders and solving disputes;
  - Inclusive leadership (maintaining healthy working environment), with a high level of headship for motivating and developing staff;
  - Creating an inclusive environment that promotes cross-functional analysis and effective decision making so that leaders are empowered to place decision making at the most appropriate level;
  - Problem solving: manage crises, resolves conflicts, propose, drive corrective actions and gain approval from top management;
  - Implementing and supporting complex enterprise software systems and standard IT systems consistent with managing procurement activities in a complex project;
  - Knowledge of FIDIC provisions would be considered an advantage;
  - Knowledge of fusion/fission nuclear plant design, construction / installation processes and commissioning approach in Nuclear Power Plants or other highly regulated and process complex industry (Oil and Gas, Chemicals) and safety regulatory procedures are considered as an advantage.
- **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, negotiate and influence to convince internal and external stakeholders;
  - 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.
- **Additional Behavioral Competencies:**
  - Builds effective teams: builds strong identity teams that apply their skills and perspectives to achieve common goals;
  - Organizational savvy: Ability to maneuver comfortably through complex policy, process, and people-related organizational dynamics;
  - Situational Adaptability: Ability to adapt approach and demeanor in real time to match the shifting demands of different situations.

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***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.