

IO2131 Buyer TCWS-004

General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Procurement & Contracts Division
Section	FPD / PCD / Procurement, Construction, Assembly & Logistics Section

Job description

Main job	Business Administration - Procurement
Title of the position	Buyer TCWS-004
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Not required
Purpose	<p>To be accountable and manage 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.</p> <p>To proactively carry out all activities whilst ensuring the protection of the ITER Organization's (IO) interests and contributing to the project's cost and schedule objectives.</p> <p>To support Procurement Officers in managing complex procurement activities.</p> <p>Background:</p> <p>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 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.</p> <p>Please note that an organizational restructuring is planned in accordance with the needs of the organization and the evolution of the project phases. In this context, the unit of assignment of the present positions may be updated in late 2019, early 2020.</p>
Main duties / Responsibilities	<p>Manages the procurement process for contracts in the defined scope of work from the expression of the needs, to the preparation of the tender documents, up until the signature of the contract through to closure;</p> <p>Provides active support to other procurement officers or line manager regarding the development and implementation of procurement plans;</p> <p>Reviews and advises on technical specifications, proposes selection and award criteria, drafts instructions to tenderers and special conditions of contracts, whilst ensuring consistency of the procurement related documents;</p> <p>Identifies issues in projects, proposes subsequent corrective actions, and reports these to the line management;</p> <p>Identifies recovery plan actions and ensures their implementation;</p> <p>Writes and/or reviews structured documents (notes to the files, evaluation reports...);</p> <p>For low value procurement, manages evaluation committees, chairs such committees when appropriate organizes the assessment of the tenders ensuring that different options and outcomes are considered;</p> <p>Carries out discussions with suppliers aimed at achieving the best value for the IO;</p> <p>Executes and organizes procurement activities to ensure high quality and lowest risks for the Project, alerting the line management when necessary;</p> <p>Grasps opportunities for procedures and/or documents improvements and participates in their implementation;</p> <p>Explains IO procurement methods, practices, boundaries, constraints and tools to new comers and stakeholders as appropriate;</p>

Measures of effectiveness	May be requested to perform other duties in support of the project schedule.
	Successfully contributes to placing contracts within the defined scope, cost and schedule in compliance with the IO rules and regulations; Follows-up Procurement Plans in accordance with the ITER Project schedule; Successfully handles communication and discussions with suppliers; Interfaces effectively with suppliers, IO internal stakeholders, and Domestic Agencies representatives as appropriate; Prepares and maintains accurate reports and tender documents; Adapts and becomes proficient in using IO procurement tools.

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	business management or other related discipline
Level of experience	At least 5 years SAP ID: 50002785
Technical experience/knowledge	At least 5 years of proven experience in procurement, within a technical or scientific environment; Public procurement experience is considered as advantageous; Proven relevant experience dealing with non-standard procurement requirements across a variety of service and works; Knowledge and practice of FIDIC contracts is advantageous; Project Management knowledge is advantageous; Prepare and organize procurement plans for complete procurement lifecycle, while achieving autonomously and timely quality contract placement; Ability to draft and review structured documents in a clear, concise and impartial manner; Ability to gather information, identify critical elements, assess consequences of different courses of action and propose logical conclusions to stakeholders; Ability to integrate project management aspects in the procurement process; Experience of ensuring quality data input, performs transactions and extract report from the information system.
General skills	Open to new ideas, understands the need for change and adapt accordingly; Ability to actively share knowledge and information with others and adopt a learning approach towards work through training, mentoring or networking; Collaborate: Ability to 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 gather multiple and diverse sources of information to understand problems accurately before moving to proposals/solutions; Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
Languages	English (Fluent)
Others	The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.