

IO1318 Procurement Officer ADM-111

General information

| | |
|--------------|--|
| Job category | Standard |
| Status | Confirmed |
| Department | ADM/Directorate for General Administration |
| Division | GEA / Procurement Arrangement and Contracts Division |
| Section | ADM/ PCD/ Installation, Plant & Support Section |

Job description

| | |
|--------------------------------|---|
| Main job | Business Administration - Procurement |
| Title of the position | Procurement Officer ADM-111 |
| Job family | Functional Officer - 2 |
| Grade | P3 |
| Direct employment | Not required |
| Purpose | <p>To coordinate and manage all activities within the assigned Directorate(s), related to contractual, legal and administrative aspects of Procurement Arrangements (PAs) signed between IO and the Domestic Agencies (DAs) for the procurement In-kind;</p> <p>To manage tender processes for in-cash contracts and/or joint tenders with the DAs;</p> <p>To implement and improve IO Procurement In-cash and In Kind policies, procedures, processes and working instructions.</p> <p>Proposes a sound procurement strategy for each PA and coordinates the development of PAs for the assigned Directorates in compliance with SMP Milestones;</p> <p>Reviews the technical specifications (Annex B) drafted by the technical team in focusing on the schedule and contractual type of requirements and the overall consistency between the different parts of the PA;</p> <p>Drafts special and general conditions, participates in the negotiation of the final PA documentation, up to the signature by the Director General and the DAs, etc.;</p> <p>Provides support to the IO Responsible Officers in the management and follow-up of PAs once signed, for PAs requiring IO concurrence for the placement of DAs' contracts;</p> <p>Manages tender processes for in cash contracts, including joint tenders with DAs which include the development of procurement strategies, drafting of Memoranda of Understanding for joint tender processes , drafting tender packages, and negotiating with suppliers whenever necessary;</p> |
| Main duties / Responsibilities | <p>Provides advice to line management for the annual and multi-year procurement plan for the assigned area, in compliance with the Strategic Management Plan (SMP) and the Detailed Work Schedules (DWS);</p> <p>Trains Technical Responsible Officers working for the IO and the DAs on In-kind and In-cash procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures and processes in order to save costs and implement cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Breakdown Structure Schedule or Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of ITER Safety program, values and ethics.</p> <p>Reports to the Installation, Plant & Support Section Leader;</p> <p>Interfaces with IO Technical Responsible Officers, IO line management and with DAs representatives;</p> <p>In response to requests from the Director-General and/or Director for General Administration Directorate, or proactively, informs the Director-General/ Director for General Administration Directorate 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.</p> |

| | |
|---------------------------|---|
| Measures of effectiveness | <p>Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contracts Division in his/her scope;</p> <p>Timely deliver PAs Main and Annex A (General Conditions), and ensure the consistency with the Annexes B (Technical Specifications);</p> <p>Successfully handle the negotiations with the Domestic Agencies and coordinate the signature of PAs;</p> <p>Develop and execute the Procurement Plans according the ITER Project Schedule;</p> <p>Rigorously implement IO Procurement Procedures for contract awards.</p> <p>Sap Id: 50000105</p> <p>Project Construction Phase</p> |
|---------------------------|---|

Applicant criteria

| | |
|----------------------|---|
| Level of study | Master or higher degree |
| Diploma | Administration or other relevant field |
| Level of experience | At least 8 years |
| Technical experience | <p>Proven experience in procurement domain;</p> <p>Proven experience in a scientific environment;</p> <p>Autonomy in the management of portfolios;</p> <p>Project Management experience required.</p> |
| General skills | <p>Ability to lead and conclude negotiations with providers;</p> <p>Excellent communication and negotiation skills;</p> <p>Very good planning and organization skills;</p> <p>Ability to work effectively in a multi-cultural environment;</p> <p>Ability to work in a team and to promote team work.</p> |
| Languages | English (Working) |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook) |