

IO2132 Procurement Officer TCWS-044 / FPD-013 / FPD-020

General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Procurement & Contracts Division

Job description

Main job	Business Administration - Procurement
Title of the position	Procurement Officer TCWS-044 / FPD-013 / FPD-020
Job family	Functional Officer - 2
Grade	P2/P3
Direct employment	Not required
	SAP ID: 50000110 (FPD-013), 50000048 (FPD-020)
	To 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. 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.
	Three openings:
	1) One position at P3 level in Procurement Construction, Assembly & Logistics Section
Purpose	2) Two positions at P2 level, one in Procurement Construction, Assembly & Logistics Section, one in Procurement Engineering, Plant and Support Section
	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 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. 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.
	For P2/P3 positions: Manages the procurement process for contracts in the defined scope of work 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 project and takes subsequent corrective actions in consultation with the line management; 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 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 proper implementing of procurement plans and flags any problems to line management;
Main duties / Responsibilities	

	<p>Prioritizes and executes procurement activities to ensure high quality and lowest risks for the Project;</p> <p>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;</p> <p>Guides and trains PCD newcomers and stakeholders on procurement rules, methods, practices, and tools as appropriate;</p> <p>May be requested to perform other duties in support of the project schedule.</p> <p>Specific to the P2 positions:</p> <p>Deals with procurement process varying from small value to greater value contracts having no major operational complexity;</p> <p>Leads relatively straight forward negotiations in the view to achieving the best value for the IO.</p> <p>Specific to the P3 position:</p> <p>Deals with procurement process varying from small value to large and complex contracts, having a significant and operational impact on the Project;</p> <p>Leads complex and large negotiations with suppliers aimed at achieving the best value for the IO;</p> <p>Enforces the awareness on procurement methodologies, procedures and best practices within the ITER Organization.</p>
Measures of effectiveness	<p>For P2/P3 positions:</p> <p>Timely placing and delivering simple and complex contracts in compliance with the IO rules and regulations;</p> <p>Develops and follows-up Procurement Plans in accordance with the ITER Project schedule;</p> <p>Successfully leads negotiations with suppliers, also interfacing with IO stakeholders, and Domestic Agencies representatives;</p> <p>Rigorously implements IO Procurement Procedures for contract awards;</p> <p>Is proficient in using IO procurement tools and transfer competencies to other staff.</p> <p>Specific to the P3 position:</p> <p>Participates actively to the constant evolution of the procurement processes to ensure proper implementation of all IO specific requirements particularly related to safety issues and contract management.</p>

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Business Administration, Law or other
Level of experience	5 to 8 years
Technical experience/knowledge	<p>At least 5 years (8 years for P3 position) of proven experience in procurement within technical or scientific environment;</p> <p>At least 3 years of public procurement experience is a strong advantage;</p> <p>Proven relevant experience dealing with non-standard procurement requirements across a variety of services and works, especially for technical, scientific or construction projects;</p> <p>Knowledge and practice of FIDIC contracts is advantageous;</p> <p>Project Management knowledge is required.</p> <p>Autonomously prepare and organize procurement plans within a complex procurement lifecycle , while achieving autonomously and timely high quality contract placements;</p> <p>Ability to write structured documents in a clear, concise and impartial manner;</p> <p>Persuades and influences effectively by building support for ideas and initiatives through the effective presentation of facts and evidences.</p> <p>Ability to analyze information, identify critical elements, assess consequences of different courses of action and propose logical conclusions to stakeholders;</p> <p>Ability to actively share knowledge and information with others and adopt a learning approach towards work through training, mentoring or networking;</p> <p>Open to new ideas, understand the need for change and adapt accordingly;</p>
General skills	<p>Ability to integrate project management aspects in the procurement process.</p> <p>Specific to the P3 position:</p> <p>Ability to champion ideas and initiatives, and also persist and hold firm appropriately without too much pushing or compromising.</p>

	Languages	English (Fluent)
		Collaborate: Ability to facilitate and 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;
	Others	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 and define problems accurately before moving to proposals/solutions; Instill trust: Ability to model high standards of team mindset, trust, excellence, loyalty and integrity.