

IO1387 Procurement Officer TCWS-004

General information

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

Job description

Main job	Business Administration - Procurement
Title of the position	Procurement Officer TCWS-004
Job family	Functional Officer - 2
Grade	P3
Direct employment	No [Job offer for 3-year contract]
Purpose	<p>To manage tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs), especially in relation to the Tokamak Cooling Water System activities;</p> <p>To implement and improve ITER Organization (IO) Procurement In-cash policies, procedures, processes and working instructions.</p> <p>To manage all activities for the assigned procurement scope, including the quality of the technical specification, to the negotiation and implementation of the contractual clauses, and follow-up of deliveries.</p>
Main duties / Responsibilities	<p>Review the technical specifications and ensure good quality of the requirements;</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> <p>Provides support to Plant Systems Engineering Directorate in ensuring the quality of the technical specifications associated to procurement requirements, ensures best value for the IO and investigates industrial solutions, in particular for the procurement related to the Tokamak Cooling Water System under IO responsibility;</p> <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 on In-cash procurement procedures;</p> <p>Ensures continuous improvement in the procurement procedures and processes in order to save cost and implement cost containment objectives;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports for IO management;</p> <p>Drafts special and general conditions, participates in the negotiation of the final contract documentation, up to the signature by the delegated authority, etc.;</p> <p>Provides support to the IO Responsible Officers in the management and follow-up of contracts once signed;</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

Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contracts Division in the allocated scope;

Timely delivery of tenders and contracts in accordance with the relevant procurement plans, with a particular focus on the procurements related to the Tokamak Cooling Water System.

Develop and execute the Procurement Plans according the ITER Project Schedule;

Rigorously implement IO Procurement Procedures for contract awards.

Project Construction Phase

Applicant criteria

Level of study	Master or higher degree
Diploma	Procurement
Level of experience	At least 8 years
Technical experience	<p>At least 8 years of proven experience in construction projects;</p> <p>Technical knowledge in procurement of mechanical components, including piping / fittings / steel frames / supports/ springs and valves (check, control, isolation typologies) is an advantage.</p> <p>Basic experience in public procurement is required;</p> <p>Proven experience in technical and nuclear environment;</p> <p>Autonomy in the management of large portfolios.</p>
Project experience	2 to 4 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Good planning and organisational skills, Good negotiation skills
Languages	English (Working)
Specific skills	MS Office professional (Access, Project, Publisher, Visio), MS Office standard (Word, Excel, PowerPoint, Outlook), SAP