

IO1581 Buyer - FPD-010

General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Procurement & Contracts Division
Section	FPD / PCD / Procurement Core Tokamak, Controls & Site Section

Job description

Main job	Business Administration - Procurement
Title of the position	Buyer - FPD-010
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Required
Purpose	<p>To manage tender processes, negotiate with suppliers and place purchase orders and contracts to meet the procurement plans.</p> <p>To manage efficiently and smoothly processes ensuring the respect and the implementation of the ITER Organization (IO) Procurement Procedures.</p> <p>To propose improvement in the Procurement Procedures whenever appropriate, enhancing fair competition, transparency and obtaining the best value for the IO.</p>
Main duties / Responsibilities	<p>Manages the preparation of tender documents and processes to place contracts for construction, assembly, works contracts, , supplies and services of a specialized or complex nature in accordance with IO Procurement Procedures;</p> <p>Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, reviews specifications, issues request for quotations or call for tenders, and prepares evaluation reports;</p> <p>Examines and analyzes purchase requisitions for completeness and accuracy of information;</p> <p>Advises responsible officers to clarify or complete information; determines method to process requisition based on the thresholds, timeliness required, existing open contracts;</p> <p>Receives, makes analyses and deals with expressions of interest and pre-qualifications;</p> <p>Writes purchase orders, contracts, task orders and amendments;</p> <p>Implements and communicates procurement procedures to Directorates; assists Directorates in initiating requisitions and orders, and solves problems up front;</p> <p>Responds to queries from tenderers, contractors and bring necessary support to assistant buyer when appropriate;</p> <p>Prepares regular reports and makes presentations;</p> <p>Prepares procurement plan of activities for all procurements and goods/services;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Procurement Core Tokamak, Controls and Site Section Leader;</p> <p>Interfaces with all Departments and Divisions within the Organisation;</p> <p>Interfaces with suppliers;</p> <p>In response to requests from the Director-General and/or Finance & Procurement Department (FPD) Head, or proactively, informs the DG/ FPD Head 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> <p>Issues timely and effective execution of ITER contracts and purchases for the scope of work within the defined cost and schedule;</p> <p>Prepares rigorously and accurately reports and tender documents;</p> <p>Contributes to the continuous improvement of the Procurement and Contracts Division</p>

Measures of effectiveness	processes.
	SAP Id:50002531
	Project Construction Phase

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Procurement field, business management or other
Level of experience	At least 5 years
Technical experience/knowledge	At least 5 years' relevant experience working in a purchasing and contracts department; Experience in assembly and works contracts for large scientific projects will be an advantage.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders; Ability to hold and respect deadlines; Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.