

IO1672 Procurement Responsible Officer FPD-013

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	Procurement Responsible Officer FPD-013
Job family	Coordinating Officer
Grade	P4
Direct employment	Required
Purpose	<p>To manage tenders and place contracts for the ITER Organization (IO), from the establishment of the contract strategy through to the closure of the contracts.</p> <p>To develop and propose contract strategies.</p> <p>To interface with suppliers for large Tenderers conference, negotiations, changes in the terms of contract.</p> <p>To chair large tender processes for in-cash contracts and/or joint tenders with the Domestic Agencies (DAs).</p> <p>To develop and propose improvements to existing processes and procedures.</p>
Main duties / Responsibilities	<p>Manages the procurement process for contracts of significant financial and operational impact, from the development of procurement plans, contract strategy to the preparation of the tender documents, the signature of the contract through to closure;</p> <p>Reviews and advises on technical specifications, proposes selection and award criteria, draft Instructions to Tenderers and special conditions of contracts;</p> <p>Manages and chairs evaluation committees, organizes the assessment of the tenders and leads negotiation of terms and conditions in the view of achieving the best value for the IO;</p> <p>Provides advice to the line management on appropriate contractual strategies and on the full range of procurement potential issues and contract management;</p> <p>Follows up on proper implementing of procurement plans and flag any problems to the SL;</p> <p>Assesses the financial and commercial performance of contractors and coordinates changes;</p> <p>Makes proposal to strategic procurement decisions;</p> <p>Provides input to continuous improvements in terms of procurement procedures and processes and contract terms and conditions templates, ;</p> <p>Develops the awareness on procurement methodologies, procedures and best practices within the Procurement and Contracts Division and also the ITER Organization's technical Department;</p> <p>Evaluates, prepares, and presents standard and ad-hoc status and progress reports;</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 upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the Procurement Construction, Assembly & Logistics Section Leader;</p> <p>Interfaces with IO Technical Responsible Officers, IO line management and with DAs representatives;</p> <p>Interfaces with suppliers;</p> <p>In response to requests from the Director-General and/or Head of the Finance & Procurement Department (FPD), or proactively, informs the Director-General/ Head of FPD 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>

Timely deliver contracts in compliance with the IO rules and regulations;
 Develop and execute Procurement Plans according the ITER Project schedule;
 Successfully handle the negotiations with suppliers;
 Interfaces effectively with Domestic Agencies for joint procurement strategies;
 Rigorously implement IO Procurement Procedures for contract awards;
 Successfully contribute to placing contracts.

Project Construction Phase

Applicant criteria

Level of study	Master or equivalent degree
Diploma	Law, Business Administration, Engineer
Level of experience	At least 10 years
	Excellent knowledge in procurement rules, preferably in public international procurement.
Technical experience/knowledge	At least 10 years' experience in procurement within an international exposure; At least 5 years of public procurement experience; Proven relevant experience dealing with non-standard procurement requirements in a variety of sectors, especially for scientific and construction projects; Knowledge and practice of FIDIC contracts will be an advantage; Very good Project Management experience is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Good interpersonal skills for dealing with a wide range of contracts; Good organizational; Proactive.
Languages	English (Fluent)
Others	Good command of the Microsoft Office package; Proficiency in an Enterprise Resources Planning tool (SAP or similar).