Technical Specifications (In-Cash Procurement)

Procurement and Contract Support Services

support PCD in its daily activities

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PROCUREMENT AND CONTRACT SUPPORT SERVICES

Technical Specification
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1. Abstract

The ITER Organization is a joint international research and development project for which initial construction activities have recently started. The project aims to demonstrate the scientific and technological feasibility of fusion power for peaceful purposes. The seven Members of the ITER Organization are the European Union (represented by EURATOM), Japan, the People’s Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER will be constructed in Europe, at Cadarache, in southern France, where the ITER Organization (IO) has its headquarters.

The aim of ITER is to show fusion could be used to generate electrical power, and to gain the necessary data to design, construct, and operate the first electricity-producing plant. It will generate 500 MW of fusion power for extended periods of time, ten times more than the energy input needed to keep the plasma at the right temperature. It will therefore be the first fusion experiment to produce net power. It will also test a number of key technologies, including the heating, control, diagnostic and remote maintenance that will be needed for a full-scale fusion power station.

The construction costs of the ITER Project are estimated at five billion euro over ten years, with an additional five billion euro foreseen for the 20-year operation period. The contributions of the ITER Parties will consist of components for the facilities, so-called “in-kind contributions”.

Further information can be found on the ITER website: http://www.iter.org and also at the web pages of the ITER Parties which can be accessed via the ITER website.

2. Objectives

The Support to Procurement and Contract Division (PCD), part of the Department for Administration, shall ensure the strict application of the IO rules and regulation applying competitive process for the acquisition of supplies, services and works for the IO.

3. Scope of Work

The Scope of Work requires a Procurement Officer to be dedicated to the provision of Procurement Support Services on a full time basis and on the IO site in Cadarache, France.

The scope of the procurement and contract support to be provided to PCD by the Officer is as follows:

- Support the day-to-day administrative and purchasing activities.
4. **Estimated Duration**

The duration of the Contract is 12 months, with one possible extension of 12 months.

5. **Work Description**

The work description of the procurement and contract support to be provided to PCD is but not limited to:

- Planning specific short and long term procurement objectives with view to improving the service to the technical departments and offices in accordance with the IO Procurement procedures;
- Managing tender processes, i.e.: drafts, issues and evaluates tenders, contracts and amendments;
- Selecting most suitable supply sources consistent with technical requirements, delivery and price consideration
- Receiving and analysing quotations and tenders, and preparing strategy for negotiations;
- Perform other related duties incidental to the procurement function:
  - Providing administrative support for operational procurement procedures
  - Filing tender folders, etc.

6. **Specific requirements and conditions**

- **Education:**
  Degree at least equivalent to 3-5 years of study in the procurement field or other related discipline.

- **Area of activities:**
  Between 7- 10 years’ relevant experience working in procurement activities.

- **Other skills:**
  - **Social 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;
    Ability to work effectively in a multi-cultural environment;
    Experience working in a team environment as an effective team player.

- **Language requirements:**
  Fluent in English (written and spoken)
  Proof-reading of technical specification and documentation.

- **Computer and IT skills:**
  Pack Office skills – i.e. ability to generate and manipulate documents in Excel and Word,
  ERP skills (i.e. SAP is an advantage),
7 Work Monitoring / Meeting Schedule

The work will be managed by means of weekly Meetings and/or formal exchange of documents transmitted by emails which provide detailed progress and supported by monthly timesheets and activity reports.

8 Payment schedule / Cost and delivery time breakdown

Payments will be done monthly upon sending of timesheets and monthly reports.