Technical Specifications (In-Cash Procurement)

Payments Assistant to CHD

The Payments Assistant will be dedicated to the provision of services for the CHD Directorate on a full time basis to support daily budget activities.

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<th>Approval Process</th>
<th>Name</th>
<th>Action</th>
<th>Affiliation</th>
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RO: Etienne Francois-Xavier

Read Access
RO, project administrator, LG: Procurement & Contracts Division, Ext CHD, AD: Directorate - CODAC - Heating - Diagnostics
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Technical Specifications

For

Payments Assistant

to the CHD Directorate
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1 Abstract

ITER 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.

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 Background and Objectives

The Scope of Work requires a Payments Budget Assistant for the CHD Directorate (Control System, Heating & Current Drive and Diagnostics) part of the Department for ITER Project.

3 Scope of Work

The Payments Assistant will be dedicated to the provision of services for the CHD Directorate on a full time basis and on the IO site in Cadarache, France.

The scope of the Payments Assistant to be provided to CHD is as follows:

- Support the day-to-day payments activities.

4 Estimated Duration

The duration of the contract shall be 24 months from the official starting date of the contract. The first year is firm, the second year is optional and subject to the ITER Organization’s approval.
5 Work Description

Generic activities to be carried out by the assistant include but are not limited to:

- Assisting in the execution of the annual payments budget.
- Assisting in the financial follow-up of cash and in kind payments, through regular contacts with IO Responsible Officers and external suppliers.
- Assisting in resolving financial and administrative issues on supplier’s invoices.
- Assisting in the preparation of payments execution reporting.

6 Responsibilities (including customs and other logistics)

N/A

7 List of deliverables and due dates (proposed or required by ITER)

N/A

8 Acceptance Criteria (including rules and criteria)

The selection will be done taking into account the following criteria:

1) Expert CV 60%
2) Price 40%

9 Specific requirements and conditions

- Education:
  Post-Secondary or equivalent

- Area of activities:
  Between 2-5 years relevant experience working in a Financial/Accounting and Administrative environment

- 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)

- 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).
10 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.

11 Payment schedule / Cost and delivery time breakdown

At the end of each month, the Contractor shall submit an invoice for the services rendered. This invoice will be accompanied with a duly signed time sheet. This time sheet will clearly indicate the contract reference number, the name of the assigned person, the dates and the total of the working days and the number of hours worked per day.

12 Quality Assurance (QA) requirement (if applicable)

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system.

The general requirements are detailed in ITER document ITER Procurement Quality Requirements (22MFG4)

Prior to commencement of any manufacturing, a Manufacturing & Inspection Plan Manufacturing and Inspection Plan (22MDZD) must be approved by ITER who will mark up any planned interventions. Deviations and Non-conformities will follow the procedure detailed in IO document MQP Deviations and Non Conformities (22F53X)

Prior to delivery of any manufactured items to the IO Site, a Release Note must be signed MQP Contractors Release Note (22F52F).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc shall be reviewed and approved by the IO prior to its use, it should fulfil IO document on Quality Assurance for ITER Safety Codes Quality Assurance for ITER Safety Codes (258LKL)

13 References / Terminology and Acronyms

N/A