



Elettra Sincrotrone Trieste

Procurement Officer

Deadline: 5 March 2020

Ref: BA/20/8

Company description

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron light source (Elettra), a new free-electron laser light source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. See <http://www.elettra.eu> for more information.

Job description

The successful candidate will provide professional support to public procurement processes for services and supplies in accordance with current Italian public procurement legislation and with company policy. In particular, she/he will follow the preparation and management of all administrative preparatory acts, i.e., the preparation of tenders, invitations to tender and related publications, analysis of offers, general checks for selection of competitors and for the fulfillment of the necessary requirements, preparation of tender reports, preparation of contracts/purchase orders.

Qualifications

A master degree in Law, Architecture, Economics, Engineering, Political Science or its equivalent, is required, preferably together with experience in the following fields:

- Italian Procurement regulations and processes in Public Sector;
- Preparation, reviewing and acceptance of technical terms and conditions in public procurements;
- Development and implementation of procurement plans and strategies;
- Mepa/Consip: eProcurement Platform.

Good time management skill and ability to prioritize are expected together with good problem-solving and analytical skills. Flexible approach to dealing with people with technical background is expected.

Good oral and written communication skills, both in English and in Italian, are required.

Preference will be given to candidates with prior experience in research organizations.

The deadline for the submission of the application is March 5, 2020.

The appointment envisioned is a fixed term contract of an initial duration of 12 months, renewable for other 12 months upon agreement by the parties. The salary will be commensurate with the previous experience and qualifications of the candidate; a trial period is expected as per "C.C.N.L. Industria metalmeccanica e della installazione di impianti". Candidates who have held previous fixed-term contracts at Elettra Sincrotrone Trieste will not be considered eligible for this position. Applications should include a full curriculum vitae, the names and contact information (including electronic mail) of at least two references.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001, employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years will be excluded from the present selection procedure.

We thank all applicants in advance.

Elettra - Sincrotrone Trieste S.C.p.A.

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www.elettra.eu

Iscritta al Registro delle Imprese di Trieste
Società di interesse nazionale
ai sensi dell'art. 10, comma 4,
L. 19 ottobre 1999 n. 370

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UNI EN ISO 9001:2015
UNI ISO 45001:2018



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To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=1021>

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