



Elettra Sincrotrone Trieste

Procurement Officer

Deadline: 12 November 2021

Ref: BA/21/25

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 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 be involved in procurement processes for services and supplies in accordance with current Italian public procurement legislation (D.lgs.50/2016, Law.55/2019, law 108/2021 and subsequent amendments and additions) and with company policy. In particular, she/he will manage the preparation of all administrative documents, including those for the implementation of the administrative body determinations, 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, preparation of e-procurement tender (MEPA/CONSIP).

Qualifications

A master degree in Law, Economics or related disciplines is required together with a proven experience of at least 3 (three years) in the following fields:

- Italian Procurement regulations and processes in the Public Sector;
- Preparation, reviewing and acceptance of technical terms and conditions in public procurements;
- MEPA/CONSIP: eProcurement Platform. Italian Procurement Law implementing purchase contracts and supply agreements;

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

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

Good oral and written communication skills in English are expected. Excellent knowledge of Italian language is required.

Good knowledge of Microsoft Office (Word, Excel, Power Point) is required. Familiarity with AdHoc Zucchetti for procurement and e-procurement platform UNITYFVG would be considered an advantage.

Training courses on Public Sector procurement (with attendance certification) would be positively evaluated.

The deadline for the submission of the application is November 12, 2021.

The appointment envisioned is a permanent position, with level and salary commensurate with the qualifications and previous experience of the candidate.

Applications should include a full curriculum vitae (preferably using the European Curriculum Vitae Format in PDF) signed by the applicant, with the names and contact information (including electronic mail) of at least two professional references.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article

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

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Società di interesse nazionale
ai sensi dell'art. 10, comma 4,
L. 19 ottobre 1999 n. 370

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Elettra Sincrotrone Trieste

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.

For more information, please contact Marco Marazzi (email: marco.marazzi@elettra.eu).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=2101>

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