

SKA ORGANISATION
Job Particulars
Head of Contracts and Procurement
Application deadline: 21st September 2016

Salary: £60k - £70k and Flexible Benefits

Job Title: Head of Contracts and Procurement

Reference: HP/02

Reports To: Head of Administration

Closing Date for applications: Closing date for receipt of completed applications is 21st September 2016. For details of how to apply please see below.

Submission of applications: See below. Emails to jobs@skatelescope.org

Organisation Background

The Square Kilometre Array (SKA) is a global project to build a multi-purpose radio telescope that will play a major role in answering key questions in modern astrophysics and cosmology. It will be one of a small number of cornerstone observatories around the world that will provide astrophysicists and cosmologists with a transformational view of the Universe. The SKA will be constructed in two distinct phases. Among major science goals for the first phase, SKA1, will be to study the history and role of neutral Hydrogen in the Universe from the dark ages to the present-day, and to employ pulsars as probes of fundamental physics.

SKA Organisation was incorporated as a UK company in December 2011 to co-ordinate global design activities in the 'Pre-Construction' Phase of the project. SKA Organisation leads the SKA system design and oversees the detailed design being undertaken by globally distributed design consortia. To accomplish this goal SKA Organisation employs highly qualified scientists, specialised engineers, project managers, system engineers and support staff. Design work packages for the major SKA subsystems have been contracted to a small number of work package consortia who are responsible for the management, execution and delivery of the work packages.

Ten governments are now participating in the project, with others engaged in discussions concerning possible membership. SKA Organisation is permanently headquartered in a purpose-built building at Jodrell Bank Observatory in Cheshire, UK. Over the next two years, this global headquarters will expand with the construction of an extension to the existing building to accommodate the additional staff needed for the Construction and Operations phases of the project.

Negotiations are currently underway between the governments of SKA member countries with the aim of establishing SKAO as an Inter-Governmental Organisation (IGO) governed by a Convention. It is expected that these negotiations will be concluded in 2016 and the IGO will be set up soon afterwards. It is envisaged that all staff working at SKA Organisation will then transfer to the new IGO.

General Description

The Role

This is a new position and the post holder will be required to lead in the establishment of the procurement department within SKA Organisation. This will include the recruitment of staff and the generation of procurement procedures and processes for the new Inter-governmental Organisation.

This is a very 'hands on' role and the appointed person should be willing to undertake all levels of procurement work, although some of this can be delegated once the procurement team is appointed.

The Procurement department will have responsibility for all procurement activity within both SKA Organisation and the wider Square Kilometre Array project internationally. The post holder will need to be able and willing to travel to SKA member countries and both host locations in Australia and South Africa.

The department will ensure that goods and services are procured in full compliance with SKA's policy, rules and procedures, and in accordance with the basic principles of best value for money, fairness, transparency and effective competition, to meet the relevant quality, schedule and technical requirements. The department will work closely with project and technical staff and project partners to prepare and administer procurement contracts for prototype and production components, service contracts, and contracts and agreements with Scientific Institutes, the European Commission and other bodies as needed.

Key Duties, Accountabilities and Responsibilities

Under the direction of the SKA Head of Administration, the post holder will:

- Recruit, set up and lead SKA Organisation's Contracts & Procurement department.
- Develop, promote and implement policies and strategies, processes and procedures, instruments and systems for contracts, agreements and procurement;
- Draft, negotiate, coordinate and follow up a high number of complex, large-sized and long-term contracts and agreements. Manage the legal aspects relating to these at all levels;
- Provide recommendations to and implement decisions of Finance Committee and Council;
- Ensure the application of SKA Organisation's Financial Policies and Regulations and applicable procurement rules;
- Provide, maintain and report relevant procurement information;
- Interface with the External and Internal Auditors for procurement matters and ensure that recommendations are evaluated and responses generated;
- Be willing to travel, nationally and internationally, and work outside normal business hours, including evenings and weekends;
- Undertake any other reasonable duties as directed by the line manager or any other member of SKA Organisation's Senior Management Team.

Mandatory Qualifications, Experience and Knowledge

- Experience in providing clear direction, in English, in procurement for complex, multi-disciplinary, technically driven engineering and/or IT contracts;
- Experience of setting up or significantly developing a procurement department, and of providing strong leadership of the team, especially during a period of transition;
- Experience of drafting, negotiating and managing contracts and terms & conditions;
- Significant procurement experience with the public sector;
- University degree in Business Administration, Economics or Law or related discipline with specific studies in contracts and procurement, or equivalent experience;
- Effective decision maker with a track record of resolving complex contractual issues and providing solutions for implementation;

Desirable Qualifications, Experience and Knowledge:

- Significant professional experience in the implementation and follow-up of contracts, gained in Research and Technology organisations with an international environment.
- Knowledge of procurement regulations and practice in South Africa and/or Australia
- Experience of procurement for complex defence contracts
- Knowledge of the application of 'In Kind' contributions
- Prince 2/PMP qualification
- Experience of working in both private and public sectors

For more information on the SKA project visit <http://www.skatelescope.org>. SKA Organisation offers a competitive salary, a generous company pension scheme, a relocation allowance (subject to qualifying criteria) and a flexible benefits package. The successful applicant's workplace will be SKA Organisation's headquarters at Jodrell Bank Observatory, UK

How to apply:

Please send a CV and covering letter to jobs@skatelescope.org, quoting reference HP/02 and stating where you saw the job advertised.

Applications should include a summary of your procurement experience, including evidence of your suitability for the role, details of your current remuneration and the names of at least three professional references.

Please note: your covering letter must contain, as a minimum, details of how you meet the mandatory criteria. Cover letters that do not address this will not be considered.

Closing date for receipt of applications is 21st September 2016.

Equal Opportunities Statement:

SKA Organisation is committed to being an equal opportunities employer. Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, religion or nationality.

At all stages of the recruitment process and beyond, we strive to treat applicants and employees with a high standard of care, honesty and politeness.

Women have traditionally been under-represented in the fields of science and engineering; SKA Organisation welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided. If you need equipment or adjustments to enable you to complete your application and/or attend an interview then please let us know.