239_MG_Adm

Job Reference

239_MG_Adm

Position

Public Contract and Purchase Support Technician

Data de tancament

Divendres, 30 Novembre, 2018
Reference: 239_MG_Adm
Job title: Public Contract and Purchase Support Technician

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 500 staff from 44 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
BSC-CNS Corporate Video
Let's stay connected with BSC Folks!

Context And Mission

We are looking for the best candidate to give support to the organization and management of records/documentation for contracting goods and services of the Center.

Key Duties

- Elaborate and process the documents for the contract files, from the need of justification to proceed
with the contract until the draft of the administrative clauses and the closure of the file.
Publish announcements in BOE and corresponding bulletins.
Create, organize and supervise the registration of bidders of the Center.
Prepare and control the documentation presented to the contracting table.
Organize and convene the contracting tables.
Processing of documentation, acts and agreements.
Prepare proposals for adjudication and notification to official journals.
Notification of awarded contracts.
Answer inquiries and allegations of the bidders.
- Management of administrative contracts (supplies, works, services and consultancies).
  Processing of documentation. Follow up of signatures and constitution of guarantees.
  Follow-up of the execution of the contract: reception and payment proposals.
  Formalization of minor contracts with foreign companies.
  Documentation file.

Requirements

- Education
  - University education of intermediate level, related to Public Law (public administration and management, first cycle of law degree or social graduate).

- Essential Knowledge and Professional Experience
  - 0-2 years of experience in a similar position.
  - Knowledge of public procurement will be valued; Law and Regulation of Contracts of Public Administrations (RD 2/2000) and / or of Law 9/2017 of Contracts of the Public Sector.
  - Knowledge of the legal regulations that constitute the legal regime of public administrations and administrative procedure will be assessed.
  - High level of Spanish, oral and written (for Spanish documents processing).
  - At least medium level of English, oral and written.

- Competences
  - High habilites of organization.
  - Attention to detail and meticulousness.
  - Flexibility and availability.
  - Communicative and ability to work as a team.
  - Proactivity and initiative.

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Temporary
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: November 2018
Applications Procedure

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references - **COMPULSORY** - Applications without this document will not be considered
- A full CV including contact details

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

**Source URL (retrieved on 25 nov 2018 - 14:44):** [https://www.bsc.es/ca/join-us/job-opportunities/239mgadm](https://www.bsc.es/ca/join-us/job-opportunities/239mgadm)