



NORTH ATLANTIC TREATY ORGANIZATION



Buyers (2 Vacancies)-230223

Primary Location Belgium-Mons

NATO Body Supreme Headquarters Allied Powers Europe

Schedule Full-time

Salary (Pay Basis) 4,384.94 **Euro (EUR)** Monthly

Grade NATO Grade G10

Description

SHAPE is looking for Buyers for the headquarters, processing acquisition actions for goods and services and performing contract administration. If you have at least 2 years of contracting experience, a good knowledge of supplier relationship management and enjoy working in an international, fast-paced environment, this post is for you.

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: ACO Acquisition Management

1. Post Context/Post Summary

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Finance and Acquisition Directorate is responsible for all international and multinational appropriated and non-appropriated funds in ACO. The responsibility encompasses supervision and oversight of subordinate ACO commands and development of financial and acquisition policies. The Directorate represents SHAPE/ACO in the Budget Committee, participates in the

development of international agreements and the annual Consolidated Resource Plan (CRP), and advises/assists the SHAPE Command Group with respect to Military Budget-funded requirements. The Directorate plans and executes the annual ACO military budget with the contracting, finance and accounting, and cash management it entails whilst ensuring coordination with external entities is observed.

The ACO Acquisition Management Branch performs delegated financial controller functions for the SHAPE HQ installation, ACO centralised budgets, ACO-wide programmes.

The SHAPE Contract Management Section competes, awards and administers local contracts in support of base support activities and specific SHAPE customer requirements.

The incumbent functions as a buyer for the headquarters, processing acquisition actions for goods and services and performing contract administration.

2. Principal Duties

The incumbent's duties are:

General Purchasing and Contracting:

1. Exercise the functions associated with being a Buyer in support of the procurement process throughout the entire procurement workflow for goods, services and/or engineering works by but not limited to the following:
2. Reviewing, editing, and recommending wording of technical specifications to be used in solicitations to ensure it is understandable from a commercial perspective;
3. Screening firms as potential bidders, creating inputs and maintaining supplier data in the Supplier Management Database. Staying abreast of new market trends, e-commerce and technology developments;
4. Supporting customer requests for deviation, if in the best interest of the Headquarters, from normal method of procurement by participating in basic market research;
5. For simplified procurement solicit offers in accordance with established thresholds;
6. Suggesting and drafting bidding instructions and contract clauses to be applied to all solicitations including Invitation For International Bids;
7. Supporting the conduct of international and formal competitive bidding procedures;
8. Assists the Contracting Officer in organizing bidders' conferences, site surveys, inspections, progress review meetings, and other contractual events;
9. Supporting the evaluations of bids and contract award recommendations;
10. Investigating the financial viability of vendors/contractors before contracts are awarded (e.g., Dun & Bradstreet evaluations) when considered necessary;
11. Providing administrative support to the Contracting Officer's input to the Contract Award Committee;
12. Assisting of the Contracting Officer in disputes resolution and proposals for settlement
13. Administering the contract files including into archive and eventual destruction;
14. Participating in the education of customers and bidders to promote good procurement practices, best standard of conduct and efficient contracting tools and methods.

Specific Additional Duties:

- Operates an Automated Accounting/Purchasing Application System for the execution and follow-up of requisitions, purchases orders, invoices, receipts, reports, and finally for system maintenance.
- Assists the Contracting Officer in the SHAPE Credit Card Programme management
- Takes measures necessary to ensure the financial viability of vendors/contractors before contracts are awarded (e.g., Dun & Bradstreet evaluations).
- Performs all other duties as assigned or directed.

- Authorized to solicit offers from industry on behalf of the Headquarters. Authorized to execute small purchases within delegated authority (purchase card). Authorized to place call orders and delivery orders.

- Determine source selection for micro purchases only requiring one quotation

3. Special Requirements and Additional Duties

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

4. Essential Qualifications

a. Professional/Experience

1. Incumbents must have at least 2 years of prior contracting experience.
2. At least 2 years of professional experience in the field of supplier relationship management.

b. Education/Training

Higher Secondary education and intermediate vocational training in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline which might lead to a formal qualification with 3 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. Language

English - SLP 3322 - (Listening, Speaking, Reading and Writing)

French - SLP 3322 - (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Qualifications

a. Professional Experience

1. A minimum of four years experience in the procurement/contracting field with experience and demonstrated ability in executing the full cycle of procurement for simplified procurement.
2. Experience in contracting for military or international organizations, as a Buyer or equivalent.
3. Experience in NATO organizations and/or knowledge of NATO procurement directives.

b. Education/Training

Specialized education and training is desired in the following:

1. NATO-ACO Contingency Contracting Course (FIN-FI-31823) provided by NATO - School Oberammergau (NSO)
2. E-commerce tools
3. Automated accounting systems and procurement applications software (preference may be given to Oracle based applications).

c. Language

6. Attributes/Competencies

- Personal Attributes: As the incumbent's recommendations, if followed by the Purchasing and Contracting Officer, will become financially and legally binding SHAPE, he/she must maintain rational thinking and a high standard of judgement.

During negotiations with contractors he/she must act with persuasion and diplomacy, in order to achieve decisions which safeguard SHAPE's financial interests and image. In view of the wide variety of possible problems, he/she will have to be analytical, imaginative and develop constructive thinking. He/she must exercise good judgment on whether or not to involve the Section Chief or the Senior Administrator in resolution of issues. He/she must possess character, ethics and sound business judgment for working in a P&C Office.

- Managerial Responsibilities: None.

- Professional Contacts: On a daily basis, the incumbent will be in contact with the wide assortment of persons that in industry are involved with the promotion, sale, operation and servicing of commercial supplies, up to the management level at small and medium businesses. In order to be able to adequately perform the duties the incumbent will attend promotional professional events and attend presentations by firms.

- Contribution To Objectives: The incumbent's duties, and his/her professionalism, are critical elements in the acquisition process that ensures that appropriate goods and/or services required for SACEUR's missions are obtained in the most economical and timely manner, in peacetime and during crisis situations. Failure to achieve this not only impacts on the capability of others to perform their tasks but also results in the lapse of critically needed funds. While performing this he/she has to display for SHAPE the image of a recommendable contracting party, through fair negotiations and strict adherence to the contractual provisions. Processing payments in a timely manner will allow the benefit from prompt-payment discounts and reduce the cost to SHAPE for the acquisition of goods and services, thereby making additional credits available for other requirements.

- Supervisory Responsibilities: None.

This post reports to: OSC BXAC 0010 - Section Head (SHAPE Contract Management) - A3/G17

This post does not deputise anybody

This post is not deputised by anybody

7. Remarks

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ft?lang=en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as "please see attached CV, please see annex / enclosed document" or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:

A) Only nationals from the 30 NATO member states can apply for vacancies at SHAPE.

B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.

C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.

D) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.