



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 261133

Vacancy Number: G119/26

Post Number: OSC BXAC 0050

Job Title: Buyer

NATO Grade: 10

Basic Monthly Salary (12 x per year): 4.738,84€, tax free

Closing Date: Tuesday 25 August 2026

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.

Principal Duties

The incumbent's duties are:

- a) General Purchasing and Contracting.
- b) 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:
 - Reviewing, editing, and recommending wording of technical specifications to be used in solicitations to ensure it is understandable from a commercial perspective;
 - 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;- Supporting customer requests for deviation, if in the best interest of the Headquarters, from normal method of procurement by participating in basic market research;
 - For simplified procurement solicit offers in accordance with established thresholds;
 - Suggesting and drafting bidding instructions and contract clauses to be applied to all solicitations including Invitation For International Bids;
 - Supporting the conduct of international and formal competitive bidding procedures;
 - Assists the Contracting Officer in organizing bidders' conferences, site surveys, inspections, progress review meetings, and other contractual events;
 - Supporting the evaluations of bids and contract award recommendations;
 - Investigating the financial viability of vendors/contractors before contracts are awarded (e.g., Dun & Bradstreet evaluations) when considered necessary;
 - Providing administrative support to the Contracting Officer's input to the Contract Award Committee;
 - Assisting of the Contracting Officer in disputes resolution and proposals for settlements;
 - Administering the contract files including into archive and eventual destruction; and
 - Participating in the education of customers and bidders to promote good procurement practices, best standard of conduct and efficient contracting tools and methods.
- c) 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.
- d) Assists the Contracting Officer in the SHAPE Credit Card Programme management.
- e) Takes measures necessary to ensure the financial viability of vendors/contractors before contracts are awarded (e.g., Dun & Bradstreet evaluations).
- f) Performs all other duties as assigned or directed.

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.

Essential Qualifications**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.

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 2 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.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

Language

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

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

Desirable Qualifications**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.

Education/Training

Specialized education and training is desired in the following:

- E-commerce tools
- Automated accounting systems and procurement applications software (preference may be given to Oracle based applications).
- Course: NATO-ACO Contingency Contracting Course or equivalent.

Language

English SLP 3333

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.

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.

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.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO](#)

Application Process

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a) Only nationals from the 32 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) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.