



HEADQUARTERS, ALLIED MARITIME COMMAND
 Atlantic Building, Northwood Headquarters, Sandy Lane
 Northwood, Middlesex, HA6 3HP
 United Kingdom



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Description - External

Post Number: OMC BXPX 1010

Job Title: Contracting Officer

NATO Grade: NATO GRADE 15

NATO Body: Headquarters Allied Maritime Command (HQ MARCOM)

Location: Northwood, Middlesex, UK

Security Clearance Level: NATO Secret

Basic Monthly Salary: £6204.99 (tax free)

Closing Date: 26 July 2026

To apply you will need to use the recruitment system and the job advert, which can be accessed here: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

ABOUT MARCOM

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360-degree maritime focussed awareness and connectivity while planning and commanding the full range of maritime operations.

The working language of MARCOM HQ is English.

ABOUT THE ROLE

We are seeking an experienced and enthusiastic Finance professional with a background in procurement and supplier relationship management to work in the Purchasing and Contracting Branch of the N8 Directorate. The N8 Directorate is responsible for overseeing all financial and budgetary activity within HQ MARCOM.

The Contracting Officer role Main Duties are as follows:

Exercise the functions associated with being a Contracting Officer in accordance the limitations of a warrant to include but not limited to:

- developing purchase and contracting strategies;
- evaluating purchase requests;
- conducting market research when required;
- publicising competition and inviting bidders or processing requests for deviations to normal procurement procedures;

- as part of a CAC or independently evaluating bid proposals to assess prices and contractor reliability; - negotiating contract terms and conditions when necessary;
- preparing the contract for award;
- awarding contracts to successful bidders independently or countersigned by the Financial Controller in accordance with the established limits;
- ensuring contractors adhere to regulations by periodically evaluating their performance
- training and supervising work delegated to Contracting Officer's Technical Representatives.
- taking appropriate actions, such as making related determinations and findings such as but not limited to, changes, modifications, issuing cure notices, suspension of work, stop work orders, terminations, assessment of liquidated damages, and issuances of final contracting officer determinations,
- close out contracts verifying all administrative matters are concluded, and
- exercising the aforementioned in such a manner to safeguard the interests of the Insert HQ name here, SHAPE and NATO in all assigned contractual relationships.

YOUR QUALIFICATIONS AND EXPERIENCE

The following requirements must be met for the Contracting Officer role.

Essential:

At least 3 years of prior contracting experience at a contracts management level.

With proven experience in

- Contract Management
- Contract Negotiation
- Contract Law
- Business Knowledge
- Experience in contracting for military or international organisations
- Experience with use of e-commerce tools

Educated to University Degree level in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Desirable:

- Experience in contracting for military or international organisations, as a Buyer and/or Contracting Officer. Experience with use of the NATO Financial System, Oracle Financials, or other automated accounting systems and purchasing application software.
- Experience in evaluating complex, urgent and sensitive requisitions (requirements and costs) for a wide variety of goods, services and engineering works.
- Experience in translating complex, urgent and sensitive technical or operational requirements into commercially adequate invitations for bids.
- Experience in executing the full cycle of procurement activities, i.e., from conducting market surveys, devising acquisition strategies, issuing solicitations, and evaluating proposals to awarding, administering and closing out contracts.
- Demonstrated ability to negotiate, execute competitive bidding procedures, award and administer contracts, and effectively prosecute contractor claims and related disputes.

COMPETENCIES

The incumbent must demonstrate:

- Organisational awareness: Understands organisational politics
- Analytical thinking: Sees multiple relationships

- Impact and Influence: Uses indirect influence
- Initiative: Is decisive in a time-sensitive situation
- Flexibility: Adapts to unforeseen circumstances

WHY TO WORK FOR US?

By joining our organization, you will be part of a multi-national team while working towards NATO's common goal of safeguarding peace and promoting democratic values for over a billion people. We are committed to fostering a collaborative work environment built on mutual respect and professionalism, where every individual's work makes a difference and has a meaningful impact on the mission and operation of the Alliance. If this resonates with you, we encourage you to apply.

CONTRACT

Project-Linked-NIC (PLN) - This position is linked to a specific NATO project and is for a limited duration of 3 (three) years only.

Salary values indicated in this vacancy notice are based on NATO's Single Salary Spine scale;

The salary is tax free including (where eligible) expatriation, family and children's allowances and additional privileges for expatriate staff;

Education allowance for children (where appropriate) and an excellent private health insurance scheme;

Generous annual leave and home leave (if eligible);

Retirement Pension Plan.

NOTE:

NATO will not accept any phase of the recruitment and selection process, 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.

HOW TO APPLY

HQ MARCOM uses NATO Talent Acquisition Platform.

To apply for this vacancy, please visit the platform and search for vacancies within HQ MARCOM: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as "please see attached CV," or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

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

Shortlisted candidates invited to the interview phase will be requested to provide, where applicable, copies of Educational and Vocational training certificates.

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

SUPPORTING DOCUMENTATION

Please attach any documentation (proof of highest education, diplomas, certificates, testimonials etc.) that you consider to be particularly relevant to the qualification requirements specified in this advertisement. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

TEST/INTERVIEW

The selection process will consist of multiple stages. Candidates shortlisted for further consideration will be contacted by the Civilian HR Team and receive detailed information on subsequent steps. The process will conclude with an interview.