



JWC VACANCY **NOTICE 260808**

This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post.

This post is limited to a 15-month definite duration project. It will be filled as soon as possible.

In view of the urgency of this project, qualified candidates who hold or have recently held a valid NATO or National security clearance will be given priority consideration.

Job Title: Senior Contracting Officer – Complex Services (2030 P&C)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 93,933.00 NOK Monthly

Grade: G15 / A-2

Clearance Level: NATO Secret (NS)

Application Deadline: 24 May 2026

Description

The Joint Warfare Centre (JWC) is looking for an experienced and pro-active senior contracting specialist. The successful candidate will have a comprehensive set of skills in contracting, preferably in an international environment such as NATO, excellent attention to detail and will be able to work under pressure whilst still producing high quality results.

Summary

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Purchasing and Contracting Section is responsible and exclusively authorized to conduct Procurement and Contracting activities, including Travel Services, for the JWC budgets and for funds delegated by other NATO bodies. The Senior Contracting Officer acts as the JWC 2030 Programme Contracting Officer primarily responsible for all contractual aspects involving 2030 business arrangements in support of the JWC directly relating to the Command's transformational mission in relation to military structure, forces, capability, and doctrine for JWC 2030 requirements. The role requires the ability to negotiate and discuss terms and conditions in Norwegian, review Host Nation contracts, coordinate projects with the Host Nation, and assess supplemental information attached to invoices written in Norwegian.

Principal Duties

The incumbent's duties are:

- Responsible for determining the proper contractual instrument and leading negotiations in support of unusual requirements with complex pricing schemes that support Exercises, Training and Innovation and all activities for all JWC's large complex acquisition support needs. Such contract arrangements may be characterized by one or more of the following: Short-term or emergency driven lead times, major new initiatives, contract specific policy development, jointly funded and managed programs in collaboration with other nations, services or agencies, highly complex programs involving multiple subcontractors and/or pricing schemes, and actions requiring the development of new or specialized terms and conditions.
- Responsible for preparation of all pre-award documentation including any required Acquisition Plans, Justifications & Approvals for the use of non-competitive procedures, and deviation requests from normal methods of procurement. The incumbent is responsible for defending proposed contracting decisions before appropriate NATO officials to obtain all required approvals.
- Functions as a Senior Contracting Officer and may receive an unlimited warrant, in support of all JWC activities.
- Functions as the primary point of contact and acquisition advisor to Exercises, Training and Innovation Directorate on innovation requirements, development and associated issues.
- Maintains a wide range of professional contacts within and outside JWC. Internal contacts include all levels up to and including the Division Chiefs. External contacts include a broad range of commercial companies. Exchanges information

with Host Nation defence procurement agencies. Coordinates closely with Fund Managers and BUDFIN staff.

- Conducts extensive cost/price analysis of complex and/or high-value requirements, and analysis of subcontractor efforts to ensure reasonableness, accuracy and eligibility of proposed contractor costs.
- Coordinates, plans, and seeks out advice and/or the participation of other negotiation team members (technical, legal and audit representatives) where necessary to complete assigned work. Where there is conflicting advice, the incumbent is responsible for distilling this input into a business case with recommendations for resolution during negotiations. It is the incumbent's responsibility to negotiate the final product within the approved framework and to justify the results when seeking final approval by the JWC/ACT FC.
- Tracks and reports status of assigned actions to ensure the Programme priorities of JWC are properly addressed.
- Provides assistance to technical program officers on matters such as application of acquisition laws/regulations, proper use of contractual instruments, and competition/source selection issues.
- Makes a significant direct contribution to the objectives of all JWC organisational elements for which funds and contractual activity are required. Directly impacts the sustainability of the JWC Mission through effective procurement of goods and services, by ensuring best use of financial resources. Incumbent's success in identifying and defending contractual elements has a substantial impact upon the ability of JWC to accomplish its mission.
- Acts as Chief Purchasing and Contracting as required.
- Contractual Project Supervisory over JWC 2030 related contracts.
- Authorised to negotiate contracts subject to approval (Expectation is Unlimited Warrant). Consistent co-ordination with Budget team for oversight and future contract authority planning.
- Authorised to execute purchases within delegated authority.

Essential Qualifications

Education/Training

- University Degree in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline and 5 years post related experience, or
- Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

Experience

- Minimum of five years' experience (in the last seven years) in a managerial position performing government contracting functions including negotiation, evaluation, and award of contracts.
- Working technical knowledge of the field of government contracting to include:
 - Working knowledge of the interpretation and application of regulations, policies, and procedures applicable to contracts and assistance arrangements for market research, solicitation development and innovation requirements.
 - Knowledge of factors used to determine the appropriate instrument and/or contract type to meet various requirements.
- Significant knowledge of business systems, pricing policies & techniques and related fields to include:
 - Knowledge of and proficiency in employing techniques used to analyze data and perform mathematical/financial calculations associated with cost and price analysis.
 - Knowledge of various alternative-pricing techniques that can be used to analyze contract prices and costs.
- Proven ability to motivate, lead, train, and mentor peers, customers, and trainees in contracting processes.
- Ability to demonstrate a thorough understanding of competitive and sole source acquisition procedures, negotiation skills, cost and price analysis techniques, contract law, contract administration and industry practices.

Language

- English – Upper Intermediate/Advanced
- Norwegian – Upper Intermediate/Advanced

Desirable Qualifications

Professional Experience

- Extensive experience in contracting involving military or international organizations.
- Significant knowledge of NATO procurement directives.
- Knowledge of Norwegian contract law.
- Project Management Experience (PRINCE2 or PMP) in relation to contractual activity
- Extensive training in the use of NATO Financial Systems as it relates to the P&C function, in particular, entering Purchase Orders and invoices

- Knowledge of Contractor business and financial systems and techniques such as the categorization and calculation of direct and indirect costs, accounting practices and procedures, and eligibility of costs in NATO contracts.
- Knowledge of commercial business practices for adaptation to NATO contracting. This includes the ability to enable non-traditional NATO contractors to participate in programs to ensure that the broadest possible performer base is involved in high value complex service contracts.

Education/Training

- University Post-graduate degree (e.g. Masters in Business Administration or equivalent qualification).

Attributes/Competencies

- **Personal Attributes:** Proven ability to motivate, lead, train, and mentor peers, customers, and trainees in contracting processes. Very good interpersonal, communication and negotiation skills are required, and, in dealing with commercial suppliers, a high degree of personal integrity is essential. Maturity, firmness and balanced behaviour are required. Good professional judgement is required in balancing price, quality and delivery factors. Must be a skilful communicator, both verbally and in writing, and be able to argue diplomatically and convincingly on sensitive issues with officials of same and higher grade and to convey highly complex and technical matters. Good health. The incumbent must be able to work under pressure. Must be able to travel regularly on temporary duty.
- **Managerial Responsibilities:** Enters into legal obligations on behalf of JWC when placing contracts. Provides procurement advice to the Commander, managers and the staff. Provides procurement decisions, on behalf of the of the NATO body, in accordance with delegated authority. Directs the operation of the Purchasing & Contracting Section. Manages all procurement input into FinS. Leads supplier negotiations or other special projects as directed. Represents JWC views and policies when participating in external meetings and conferences within delegated responsibilities. Assists with the growth and development of procurement staff.
- **Professional Contacts:** Have regular professional contacts at higher level – requiring explanation, discussion, persuasion and approval actions. Maintains a wide range of professional contacts within and outside the JWC. Internal contacts include all levels up to and including the Division Heads. External contacts include a broad range of commercial companies for which the incumbent represents the JWC. Exchanges information with Host Nation defence procurement agencies to obtain economies of scale for purchases. Receives functional guidance and responds to tasks from JWC Head of Contracts and coordinates regularly with P&C staff at other HQs. Co-ordinates work closely with Fund Managers and BUDFIN

staff. Deals with a wide range of JWC staff who have identified procurement requirements

- Contribution to Objectives: Work involves a major task directly affecting plans/management/policy and objectives of the HQ. Makes a significant direct contribution to the objectives of all JWC organisational elements for which funds and contractual activity are required. Directly impacts the sustainability of the JWC Mission through effective procurement of goods and services, by ensuring best use of financial resources. Incumbent's success in identifying and defending contractual elements has a substantial impact upon the ability of JWC to accomplish its mission. Directly impacts the sustainability of JWC operations through effective purchasing of goods and services. Assists the efficient use of international resources by skilful and cost-effective contract negotiations.
- Supervisory Responsibilities: There are no supervisory responsibilities. Controls daily work priorities and may influence the Section/Branch priorities.

Work Environment

The work is normally performed in an office environment.

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

How To Apply For a Project Linked NATO Civilian Post at JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the 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.) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application as well as a copy of a diploma/certificate which confirms any relevant professional status.

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.

Remarks:

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.

Notes for candidates: The candidature of NATO redundant staff at grade G15 / A-2 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G15 / A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Contract:

This project post is limited to a definite duration of 15 months. There is no guarantee that this post will continue beyond that period. Successful applicants will be offered a 15-month definite duration employment contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is **NOK 93,933.00** per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int.