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Science and Technology Organization

Centre for Maritime Research and Experimentation



## VACANCY NOTICE

### Head of Procurement/Contracting Officer (250110)

**Primary Location:** Italy-La Spezia

**NATO Body:** Centre for Maritime Research and Experimentation (CMRE)

**Schedule:** Full-time

**Application Deadline:** 06 April 2025

**Salary (Pay Basis):** 8,191.47 EUR (Monthly)

**Grade** NATO SSS Grade G20 (ABCL A4)

**Clearance Level** NS

Appointment will be subject to receipt of a NATO SECRET security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the CMRE Medical Adviser.

### 1. POST CONTEXT

This is a position within the Centre for Maritime Research and Experimentation (CMRE), an organization of the North Atlantic Treaty Organization (NATO).

CMRE is an established, world-class scientific research and experimentation facility that organizes and conducts scientific research and technology development, centred on the maritime domain, delivering innovative and field tested Science & Technology (S&T) solutions to address defence and security needs of the Alliance.

The position is within the Procurement and Contracting Branch. The Branch leads the Centre's needs to procure goods and services to support its activities at its premises and in house laboratory in La Spezia as well as in different maritime missions away.

The Head of Procurement/Contracting Officer is the Branch Head responsible for the delivery of services in support of the Centre's Program of Work in the areas of contracting, manpower and human resources, privileges management, travel, information management, facilities management, general services and customs.

### 2. PRINCIPAL DUTIES

The incumbent's duties are:

- Provide managerial and professional leadership, policy, objectives and general direction to the Procurement and Contracting Branch.



NATO  
OTAN

Science and Technology Organization

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- Act as Head of Procurement of the NATO body maintaining functional oversight of the relevant unit ensuring procurement staff are qualified and trained. Develop, coordinate and promulgate procurement policy, procedures and best practices. Provide advice to senior managers on matters of contracts and procurement.
- Act as Principal Contracting Officer with exclusive legal authority for the procurement of goods and services. Sign and administer all of the Centre's procurement contracts on behalf of the Head of the NATO Body and in accordance with NATO Financial Regulations and STO's Charter and Financial Procedures.
- Participate in the drafting and staffing of agreements (MOU/MOS, JRP, CA, etc.) with respect to relevant areas of responsibility and expertise.
- Represent the Centre at meetings/ committees and working groups at the NATO wide level as required.
- Interact and maintain liaison with the Host Nation with respect to regulations and activities which effect the Organization and the staff.
- Act as Motor Vehicle Registration Officer and Rationing Officer.
- Provide oversight of the Morale Welfare Activities by ensuring compliance 'of the activities with NATO/Host Nations directives.
- Lead the negotiations with the Italian Authorities for the conclusion of an agreement between the STO and the Government of the Republic of Italy on the manner of implementation of the Ottawa Agreement to the CMRE and its personnel, extent of the support to the Centre by the Host Nation.

### **3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

#### **a. Flexibility Clause**

The incumbent may be required to perform other related duties even in other parts of the organization as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Annual TDY Requirement: The incumbent can expect to go on TDY both within and outside NATO's boundaries.

All other related duties should correspond with the required competencies for the job.

#### **b. Deployment/Travel**

The incumbent may be required to perform their duties onboard Centre or chartered vessels. The incumbent may be required to undertake TDY assignments within and outside NATO boundaries.



NATO  
OTAN

Science and Technology Organization

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#### 4. ESSENTIAL QUALIFICATIONS

##### a. Education/Experience

Minimum requirements for education and experience as a warranted contracting officer:

- Bachelor's degree at a nationally recognized/certified University and 10 years post-related experience.

OR

- Master's degree at a nationally recognized/certified University and 8 years post-related experience.

Education and experience will be in the administrative and contracting management field.

- University Degree in Business Administration, Public Administration, Economics, Law or related discipline(s).
- Experience at supervisory level of responsibility in the field of Contracting.
- First-hand experience at supervisory level of responsibility (minimum 7 years) in government/public procurement functions including negotiating and awarding complex, high value contracts.
- Proven extensive experience in international agreements/contracts negotiations.
- Experience applying/interpreting NATO (or equivalent/comparable) rules and procedures relevant to personnel and property management, security, finance and procurement.

##### b. Language Requirements

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

English SLP 3333

**NOTE:** Most of the work of CMRE is conducted in the English language.

##### c. Certifications

Contracting Officer – Professional Certification Programme.



NATO  
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Science and Technology Organization

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## 5. DESIRABLE QUALIFICATIONS

### a. Education/Vocational Training

- Post university degree or a comparable equivalent level of education/training in a management discipline preferably in the field of Business Administration, Human Resources, Public Administration, and Law.
- NATO Resources Management Course.
- Professional Leadership / Management development program or course.

### b. Experience

- Experience in international organizations in progressively responsible positions at managerial level.
- Knowledge of Host Nation contract law.

### c. Language

English SLP 4444 and Italian SLP 3333.

## 6. COMPETENCIES

### a. Personal attributes

The incumbent must be highly articulate and persuasive possessing tact and diplomacy. They must have a proven ability to work with no supervision and is expected to be a proactive self-starter. Must possess keen perception and apply sound judgment. Frequent requirement for original thought. The incumbent must be capable of working in a demanding environment, be clear, concise, and convincing in written and oral presentations, and flexible in response to changing requirements.

They must also possess:

- Demonstrated leadership and management capabilities.
- Personal qualities of tact, judgment and adaptability.
- Ability to tactfully and effectively interface with senior management personnel, peers, and subordinates.
- Good political awareness and motivational and listening skills.
- A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, as well as with staff from private scientific/industrial organizations.



NATO  
OTAN

Science and Technology Organization

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- Sound communication skills as well as quick reaction to problems within role and expertise are expected.
- Active involvement in policy determination.

All CMRE personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

*b. Managerial Responsibilities*

The incumbent is responsible for direction, planning, coordination and review of the work of others.

*c. Professional Contacts*

The incumbent may often be involved in significant discussions at senior committee level with representatives of NATO nations or other NATO bodies on behalf of the CMRE. Has a regular professional contact typically at senior management level inside and outside the Centre. Develops policy and processes which require explanation, discussion, persuasion and approval of actions. Negotiates contractual terms and conditions at management level with Industry. The incumbent is required to possess good negotiating skills, tact and persuasion.

The incumbent is provided with the necessary authority to represent the CMRE, and the STO as a whole, during the discussion with the Italian Authorities' representatives.

*d. Contribution to the Objectives*

The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organizational element.

The incumbent may influence the decision to obligate resources of the organization. They have direct impact on the work and objectives of the organization and has responsibility for resource management. They may be able to commit expenditure up to a given ceiling without prior authorization.

**7. REMARKS**

The duties are mostly performed in an office environment, but staff may be required to work onboard a vessel.



NATO  
OTAN

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## About Us:

The Centre for Maritime Research and Experimentation (CMRE) is part of the NATO Science and Technology Organization (STO). The mission of the STO is to help position both national and NATO science and technology investments as a strategic enabler and technology advantage for the defence and security posture of NATO Allies and partners. The Centre conducts scientific research and technology development and delivers innovative field-tested S&T solutions to address the defence and security needs of the Alliance. CMRE has more than 60 years of experience and has produced a cadre of leaders in ocean science, modelling and simulation, acoustics and other disciplines, as well as producing critical results and understanding that have been built into the operational concepts of NATO and the Nations.

## What we offer:

- Salary (Pay Basis): 8,191.47 (EUR) Monthly\*  
\*Salary value as per 2025. Subject to future adjustments in accordance with North Atlantic Council decisions.
- Grade ABCL grade A4/ NATO grade G20
- A world class research facility located in the sea port of La Spezia, Italy supported by two specialised research vessels.
- An exciting place in which to work situated at an ideal location, the port of La Spezia, Italy, enabling synergy with regional and global academic institutes and industry.
- Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR), which includes a rewarding salary and a comprehensive system of allowances, supplements and insurances to support families and, in case of expatriated staff, offers an interesting “expatriate” package.
- A generous annual leave and, (where eligible) home leave.
- The successful candidate will be offered a three years’ definite duration contract which may be renewed for subsequent periods subject to business needs, satisfactory performance and the need to rotate skills and talent within the Organization.
- Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment to another post of a similar nature, which might become vacant in the near future, albeit at the same or a lower grade, provided they meet the necessary requirements.

## Our recruitment process:

- Please note that we can only accept applications from nationals of NATO member countries.



NATO  
OTAN

Science and Technology Organization

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- Applications (including the most relevant publications, the diplomas - stating the highest level of education - and a CV) for this vacancy are to be submitted using the E-recruitment system;
- Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the CMRE Medical Adviser.

**Additional information:**

- CMRE values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications of nationals from all Member States and strongly encourage women to apply.
- Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

**For more information on how to apply:**

[How to apply for posts within NATO](#)

[6 tips to apply for posts within NATO](#)

**NOTE:**

**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.**

**HOW TO APPLY:**

Applications are to be submitted using the NATO Talent Acquisition Program (NTAP)

<https://nato.taleo.net/careersection/2/jobdetail.ftl?job=250110&lang=en>

Applications submitted by other means are not accepted. NTAP allows adding attachments. Essential information must be included in the application form. Particular attention should be given to Education and Experience section. Each question should be answered completely. Expressions such as "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 French.