



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241385

Vacancy Number: G142/24

Post Number: OSC BXAA 0020

Job Title: Senior Contracting Officer

NATO Grade: 17

Basic Monthly Salary (12 x per year): 7,540.44 €, tax free

Closing Date: Tuesday 15 October 2024

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 ACO Corporate Acquisition & Management Oversight Section is responsible for ACO-wide corporate acquisition support and services. These include acquisition oversight, policy, systems, costing and centralized procurement portfolios.

The incumbent serves as a Senior Contracting Officer with an unlimited warrant for ACO-wide contract portfolios assigned.

Principal Duties

The incumbent's duties are:

1. General Purchasing and Contracting: Exercise the functions associated with being a Senior Contracting Officer in accordance the limitations of a warrant responsible for the execution of all pre-award, award and post award functions to include but not limited to:
 - a. procurement planning;
 - b. developing purchase and contracting strategies;
 - c. evaluating purchase requests;
 - d. conducting market research when required, solicitation planning and source selection;
 - e. publicizing competition and inviting bidders or processing requests for deviations to normal procurement procedures;
 - f. as part of a CAC or independently evaluating bid proposals to assess prices and contractor reliability by applying evaluation criteria on cost and technical proposals;
 - g. negotiating contract terms and conditions when necessary;
 - h. preparing the contract for award to execute the contract award strategy;
 - i. awarding contracts to successful bidders independently or countersigned by the Financial Controller in accordance with the established limits;
 - j. ensuring contractors adhere to regulations by periodically evaluating;
 - k. measuring and reporting contractors' performance;
 - l. training and supervising work delegated to Contracting Officer's Technical Representatives;
 - m. 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;
 - n. 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;
 - o. contract close-out including verifying all administrative matters are concluded.

2. Specific Additional Duties:
 - a. Strategic / Centralized and Complex Procurement
 - b. Monitors the performance of the ACO P&C support to AOM and static HQ acquisition activity and takes appropriate measures to ensure that the highest standards of support are achieved and that impeccable standards of conduct are adhered to.
 - c. Responsible for the analysis and evaluation of contracting matters and the initiation, development and recommendation of contracting policies, procedures, guidance and controls for subordinate Headquarters.
 - d. Represents SHAPE in meetings on contract matters with senior officials from NATO, nations and industry.
 - e. Reviews requests for deviations to normal bidding procedures from subordinate Headquarters and provides expert advice and recommendations to all levels of authority.
 - f. Provides contracting support to NSIP projects when SHAPE is selected to be Host Nation
 - g. Primary webmaster for the ACO Acquisition internet site content..
 - h. Performs all other duties as assigned or directed.

3. In accordance with NATO Financial Rules and Procedures Article III 1)f, Purchasing and Contracting Officers have exclusive legal authority for the procurement of goods and services on behalf of the NATO body. On the basis of the warrant covering their responsibilities and any limitation on the scope of authority to be exercised, this post

requires the incumbent to be suitably qualified to be appointed with an unlimited warrant in order to exercise the legal authority authorized by the Command..

4. In the exercise of a warrant, a duly appointed Purchasing and Contracting Officer, subject to any limitations imposed, in accordance with NATO Financial Rules and Procedures Article XXXII will exercise decision authority and award all purchases under the simplified procurement procedures within the financial limits established by the Budget Committee.

Committee Participation:

- Military Budget Committee - Contributor
- Resource Policy and Plans Board - Contributor

Special Requirements and Additional Duties

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 180 days.

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

a. Professional/Experience

1. 4 years professional acquisition experience, with at least 3 years in a position leading and improving the procurement activity, negotiating complex contracts associated with extensive knowledge of international contract and business law.
2. Prior contracting experience at the management level, and an understanding of management oversight of contracts.
3. 4 years of prior contracting experience at the management level, and a comprehensive understanding of operational logistics.

b. Education/Training

University Degree in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline and 4 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 7 years post related experience.

c. Language

English - SLP 3333 (Listening, Speaking, Reading and Writing)

Desirable Qualifications

a. Professional Experience

1. A minimum of five years experience in the procurement/contracting field, with demonstrated ability to negotiate, execute competitive bidding procedures, award and administer contracts, and effectively prosecute contractor claims and related disputes.
2. Experience in evaluating very complex, urgent and sensitive requisitions (requirements and costs) for a wide variety of goods, services and engineering works.
3. Experience in translating very complex, urgent and sensitive technical or operational requirements into commercially adequate invitations for bids.
4. 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.

5. Proven experience in the use of modern office automation applications (MS OFFICE), including the use of Internet, e-commerce and an Automated. Accounting/Purchasing Application System
6. Experience in contracting for military or international organisations, preferably as a warranted contracting officer.
7. Knowledge of NATO procurement directives.
8. Knowledge of Host Nation contract law.
9. Knowledge of multinational logistics principles and procedures, as well as experience in contingency contracting.

b. Education/Training

1. A university degree or certificate in business administration, management, or a related field is desirable, as is formal training in the technical aspects of acquisition and logistics.
2. Specialisation training in acquisition management, financial management, or logistics.

Attributes/Competencies

Personal Attributes:

The incumbent will need to display a high degree of professionalism and technical expertise in performance of acquisition duties. As the incumbent's decisions and actions are financially and legally binding to SHAPE, he/she must exercise excellent judgment, while acting with persuasion and diplomacy, in order to achieve results which safeguard NATO's financial interests and image. He/she will need to be aware of the legal and economic aspects of every potential transaction. In his/her work, the incumbent must demonstrate a high energy level, personal integrity, and a sense of loyalty to the organisation. He/she must have strong ethics and sound business judgment for working in a P&C Office.

Must meet all standards (in accordance with SHAPE Directive 15-22) for appointment as a P&C Officer with an unlimited warrant.

Professional Contacts:

With procurement, finance, and legal staff throughout NATO at all professional levels to provide advice, guidance and information/decision briefings. Also with:

- senior staff in other divisions within SHAPE, from working level up to the ACOS and Command Group;
- senior national representatives from Ministries of Defence, Foreign Affairs, or Finance;
- national representatives in the Military Budget Committee ; and
- senior members of commercial firms conducting business with NATO.

Contribution To Objectives:

It is the incumbent's responsibility to ensure that in peacetime and crisis situations, appropriate goods and services required for SACEUR's missions are obtained in the most economical and timely manner. 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. The incumbent ensures Allied Command Operations' credibility before the nations by ensuring that SACEUR and his subordinate commanders meet their operational mission in a most cost-effective manner. This includes contribution to mission objectives by proactive identification and correction of potential problems, and continuous improvement of working methods and results. The procurement organisation also provides direct support of operational mission objectives through support of deployed Headquarters, and operation of multinational logistics arrangements.

Supervisory Responsibilities:

Dependent on requirements may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

In the absence of the Section Head, may be required to deputize over individuals of equal rank.

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

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.