



ALLIED LAND COMMAND



Job/Post Number: Staff Assistant (Buyer)

Title: OLC BXCX 0040

Division: G8 Division

Clearance Level: NATO SECRET

Grade: NATO Grade 12

Gross Salary: 30,968.48 TRY

NATO Body/Post Location: ACO / Land Command Headquarters, Izmir (Türkiye)

Closing Date: 12.10.2022

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The G8 Directorate is responsible for drafting, proposing and executing the LANDCOM budgets, their management, accounting, purchasing, contracting, disbursing and financial control.

The Purchasing and Contracting Branch acquires goods and services for LANDCOM, performs market surveys, concludes commercial contracts and controls that providers comply with their terms.

2. Principal Duties

The incumbent provides technical and administrative assistance to the Branch Head (Purchasing and Contracting) and helps supervising the provision of goods and services to the headquarters and supported units. In order to achieve that, the incumbent:

- a. Prepares invitations for bids and purchase orders and places contracts as directed by the Branch Head,

- b. Receives and procures purchase requests for services, goods and supplies up to authorised threshold,
- c. Processes the Purchase Orders into governmentally acceptable format to be used by the vendors for tax office purposes,
- d. Conducts market surveys and quality inspections prior to procurement,
- e. Draft standard purchase orders for services and all pertinent correspondence,
- f. Interprets international directives and Host Nation contract rules and procedures,
- g. Is responsible for the control of all active contractual standard purchase orders,
- h. Acts as HQ customs Officer, preparing all necessary documents, monitoring customs clearance activities to assure timely delivery and making direct contact with customs directorates to resolve conflicts.

3. 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 incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries up to 30 days.

The work is normally performed in a Normal NATO office-working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

4. Essential Requirements

a. Professional/Experience

Procurement

The management of, or provision of advice on, the procurement of goods and services.

Skill Level (Assist)

Works under routine supervision, uses minor discretion in resolving problems or enquiries without frequent reference to others. Performs a range of different work activities in a variety of structured environments, using appropriate methods, tools and applications in a rational and organised approach. Plans and schedules own work within short time horizons. May have some influence within own domain and also have some contact with external organisations, HQs and agencies.

Experience

Works under general supervision, uses discretion in identifying and resolving complex problems and assignments and determines when problems should be escalated to a

higher level. Performs a broad range of work, sometimes complex and non-routine, in a variety of environments. Understands and uses appropriate methods, tools and applications. Plans, schedules own work and monitors work of others - where applicable - within limited time horizons. In predictable and structured areas may supervise others. Influences peers and has frequent contact with external organizations, HQs and agencies. Appreciates wider occupational field and is able to absorb and apply new information and demonstrate an analytical and systematic approach to problem solving.

Detailed knowledge of procurement procedures and of Host Nation/international contract and business law. At least 3 years of professional experience in the purchasing and contracting field.

Supplier Relationship Management

On behalf of a client organisation, the sourcing and management of external suppliers to ensure successful delivery of products and services.

Skill Level (Assist)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.

b. Education/Training

Higher Secondary education and completed higher vocational training in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

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

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)
The HQ's host nation language is required.

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

5. Desirable Qualifications

a. Professional Experience

Acquisition Management:

- a. Five years' experience in the acquisition function.
- b. Experience in supervision of staff engaged in financial or acquisition functions.
- c. Experience in contracting for military or international organizations.
- d. Experience in contingency contracting.
- e. Experience in NATO organizations and/or knowledge of NATO procurement directives.
- f. Formal training or experience in automated financial management systems as well as the set-up, procedures and reporting of ORACLE Financials.

6. Attributes/Competencies

Personal Attributes: Tactful individual possessing sound judgment, flexibility, and persuasive personality. Excellent communication and negotiation skills. Works mainly from general guidance and policies found in NATO Financial Rules and Procedures (FRP), NATO Financial Regulations (NFR), Bi-SC Directives (especially 60-70 Procurement Directive), ACO Directives and the HQ supplements, rules and procedures. Requires a broad knowledge of a wide range of policies and the interrelationship between operational, support and procurement functions. Uses professional judgment to interpret complex international directives, decision papers and policy documents on financial matters to determine the applicability to any given situation, task or requirement and to translate them into procedural guidance with which non-finance staff can work. Must possess very good verbal and written communication and negotiation skills. Must be mature and tactful. Must be able to work rapidly and cope with a heavy workload, must demonstrate a mature and diplomatic approach in dealing with local representatives and foreign officers and NCOs, and must be able to work with minimum supervision. Must be capable to analyze situations quickly and solve those IAW ACO directives. Responsible for advising P&C Branch Head on market survey results and technical matters. Applies various rules and regulations IAW ACO directives and local laws. Requires creativity and flexibility to select the best approach; apply proper methodology and devise tailored solutions to difficult and unique problems in compliance with governing directives.

Professional Contacts: Liaises with subordinate, supervisory and key officials of HQ Land Command and its attached agencies/units, up to and including the general officer level on operational and mission critical issues. Assists/manages procurement actions between contractors and users/requesters. Incumbent maintains the HQ Supplier Database and is responsible for developing of good supplier relationship through continuous contact. There is a wide variety of internal and external contact with NATO organizations, senior officers, HQ personnel, national support units, governmental organizations, non-governmental, non-profit organizations and business organizations that require sensitivity, tact, and persuasion. The incumbent is required to explain NATO policies, apply adaptive thinking and negotiate financial options and procedures that will allow different agencies to work together.

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Contribution To Objectives: The successful accomplishment of the contract administration is considered a vital contribution to the successful achievement of objectives, financial creditability and the smooth daily operations of the headquarters. The policy and procedures developed by Directorate of Finance impacts a wide range of support activities across the headquarters. Proactive analysis of financial statements, trends and detailed coordination with fund managers is imperative to the efficient use of limited resources.

Integrity and compliance characterise the ideal incumbent of this post.

This post reports to OLC BXCX 0030 - Senior Contracting Officer - A3/G17

There are no reporting responsibilities.

CONTRACT

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a “good” or “above good” performance evaluation in the probationary period.

HOW TO APPLY:

Allied Land Command uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ.

Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

EMPLOYMENT PRE-REQUISITES:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country

- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganisation that might affect the job description of this post.

ALLIED LAND COMMAND (LANDCOM)

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://www.nato.int/allied-land-command-history)

İZMİR

Izmir is [Türkiye](#)'s third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in [Türkiye](#) and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [İzmir - Wikipedia](#)