NOTIFICATION OF A VACANCY
AT JOINT FORCE COMMAND BRUNSSUM, LIMBURG, THE NETHERLANDS

Our Vacancy:
Job Title: Staff Assistant (Buyer)
Post Number: OJN BXCC 0060
NATO Civilian Grade: NATO Grade 10
Duty Location: Brunssum, The Netherlands
Post filling date: 1 February 2023 or as soon as possible after
Closing date for applications: 11 September 2022

Our organisation
Joint Force Command Brunssum (JFCBS) provides a Joint Headquarters (HQ) to plan, prepare and conduct operations to support NATO’s core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR). The Finance Directorate (J8) is responsible for all financial operations and correct application of all funds approved for use by JFCBS. The Purchasing and Contracting Branch is responsible for the full spectrum of contracting activities in support of JFCBS and its supported entities as well as in support of operations and exercises. The Contracting Support Section is responsible for the initiation, processing and documenting of all contracting activities in the financial system (FinS). The incumbent manages the acquisition process pertaining to the assigned contracting activities.

The Staff Assistant Buyer
- Performs all activities associated with procurement functions to assist Section Head (Contracting Support) / Senior Contracting Officer and the Contracting Officers.
- Purchases, rents or hires services and merchandise for the Base and support elements. Supplies can be routine or unique-one-of-a-kind-items that require finding of source to develop the product or unusual security enforcement items and foreign-made items.
- Upon receipt of purchase requests, decides on the proper course of action, including identifying the supplier source, drafting shipping instructions, general provisions and legal clauses needed for the full processing of contract award.
- Analyses market trends, negotiates favourable terms and maintains current knowledge of a wide variety of dissimilar products and services.
- Performs Market Researches on items nationally and abroad.
- Advises customers on cost effectiveness of materials/services required.
- Reports to possible concerned parties on new productions/services proposed to the section/branch.
- Performs Credit Card procurement upon receipt of specific tasks from the Section Head.
- Proactively participates in defining, mitigating and managing the risks within the functional area of responsibility in the Finance Directorate/J8 and actively contributes to implement and maintain the internal control framework of the Finance Directorate/J8.
- Ensures that contract terms and conditions are in accordance with Financial Regulations of the organization.
-Under supervision authorized to negotiate contracts subject to approval.

**Special Requirements**
The work is usually performed in a normal NATO office environment. Normal Working Conditions apply. The candidate has to be deployable. The employee may be required to undertake deployments in support of military operations and exercises, and/or temporary assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days of duration up to 183 days in any period of 574 days, and may be on short notice. For NATO International Civilian (NIC) staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

**Required Qualifications**
- Higher Secondary education and intermediate vocational training in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related field / discipline which might lead to a formal qualification and 2 years related experience **OR**
- Secondary education and completed advanced vocational training in related field / discipline leading to a professional qualification or professional accreditation with 4 years related experience.
- Professional experience in acquisition processes executing the full cycle of procurement activities.
- English – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.

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

- Dutch (Host Nation language) – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing).

**Desirable Qualifications**
- Contracting experience.
- Understanding of operational logistics.
- Experience in using e-commerce and/or e-bidding.

**Personal Attributes**
The successful candidate will possess the following competencies:

- Courtesy - tact – diplomacy – mental alertness;
- Good negotiation skills;
- Flexibility – adaptability;
- Very good interpersonal skills;
- Very good communication skills both oral and written;
- Ability to work under pressure.

The successful-candidate needs to pass a NATO medical examination and have a NATO security clearance before an employment offer can be released. The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform assigned duties.
Due date for receipt of applications: Sunday 11 September 2022
Candidates have to apply electronically via the NATO Talent Acquisition Program at: 
https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en

Please be aware that a Selection Board will assess the qualifications and experience of the candidates based on the information provided in the job submission. Attachments are supporting documents and should not be referred to.

Results of the initial screening for this post may be expected end of September 2022. Test and interviews for those invited are planned in October 2022 and will be organized in Brunssum. Prior to the test and interview there may be a Hire Vue interview.