



## HEADQUARTERS ALLIED AIR COMMAND



D-66877 Ramstein-Miesenbach. Germany

**Primary Location:** Ramstein, Germany

**NATO Body:** HQ AIRCOM

**Schedule:** Full-time

**Salary (Pay Basis):** € 6,338.01 Euro Monthly

**Grade:** NATO Grade G15

**Clearance Level:** NS

**Contact Email – External:** [airn.recruitment@airn.nato.int](mailto:airn.recruitment@airn.nato.int)

### Description

#### The vacancy:

Job Title:	Staff Officer (Contracting)
Post Number:	OAC BXPX 0020
NATO Civilian Grade:	NATO Grade 15
Duty Location:	Ramstein, Germany
Post filling date:	1 January 2023
Closing date for applications:	8 July 2022

#### Organisation Summary and Post Context:

Headquarters Allied Air Command (AIRCOM) is the Single Service Command (SSC) responsible for delivering Air and Space Power for Alliance Air operations and missions.

The A8 Directorate is responsible for ensuring proper finance and acquisition management including policy development, implementation and oversight of all budgetary, accounting and contracting activities throughout AIRCOM to support static/deployed, standing 24/7/365 and Air and Cyber Space activities in compliance with NATO Financial Rules and Regulations.

The Purchasing and Contracting Branch is responsible AIRCOM-wide (including subordinate units) for the full spectrum of contracting and purchasing functions to provide required supplies and services funded through NATO's international budgets and HQ AIRCOM's Non-Appropriated funded activities in accordance with Articles III and XXXII of the Financial Rules and Procedures.

Within the Branch, the incumbent serves as the Contracting Officer, responsible for purchasing and contracting support to HQ AIRCOM and subordinate units.

#### Main responsibilities:

- As the Contracting Officer supporting operational and deployed requirements, holds AIRCOM-wide (HQ AIRCOM, CAOC TJ, CAOC UE, DACCC) Contracting Officer authority.
- Procurement of all goods and services on behalf of AIRCOM exercising an unlimited contracting warrant.
- Place contracts on behalf of HQ AIRCOM and prepares cost-estimates for the annual budget and financial forecast submissions.
- Contract and monitor the quantity and quality of contractual services, including contractual maintenance and repair services on buildings, transportation and workshop equipment.
- Conduct market surveys and inspect quality before procurement, monitor preparation of invitations for bid requiring some technical knowledge in common fields, contribute to the

development of technical specifications and contracts for procurement actions, coordinate bidding activities, negotiate and award contracts on behalf of AIRCOM, and negotiate settlement of contractual disputes.

- Promote Allied Command Operations (ACO) consolidated/combined procurement programmes and bidding tools.
- Under Branch Head direction, maintain AIRCOM-wide coordination with all HQ Branches and contract sources.
- Monitor and co-ordinate branch activities including the day-to-day business/management of workload.
- Co-ordinate construction, modification and maintenance projects with civilian firms and military and governmental construction agencies.
- Participate in operational planning, develop contracting annexes to operational plans, and provide direct support to multinational logistics activities.
- Create and update procedures, policies and acquisition strategies in accordance with procurement directives ensuring timely and satisfactory service to HQ AIRCOM.
- Devise improvement and cost saving methods for procurement and personnel utilization.
- Coordinates with the legal office on all assessments and interpretation of laws pertaining to contractual activities and negotiates settlement of disputes.
- Monitors and supervises the performance of Ordering Officers under certain Contract Purchase Agreements.
- As directed by the Branch Head undertakes work as part of a project team or working group as directed or assigned.
- Maintain contracting records including all documentation related to procurement transactions regarded as essential for audit, arbitration, and reports to the Budget Committee.
- Coordinates custom clearances and administers Value Added Tax (VAT) exemption forms.
- Make commitment decisions within procurement function, coordinating within the HQ and with Contracting and Procurement functions in lateral, subordinate and superior HQs.
- On the basis of the warrant covering 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 a unlimited warrant in order to exercise the legal authority authorised by AIRCOM.
- 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. Is the Credit Card and Purchase Card Coordinator for HQ AIRCOM.

### **Qualifications**

- University Degree in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience is required. An advanced University degree or post graduate diploma in management information systems, accounting, economics, finance, business administration, management, or related field is an asset.
- Extensive knowledge of procurement procedures and of German/international contract and business law is required.
- Minimum of five years' experience in the business or finance field, including at least 3 years' experience in procurement/contracting function are desirable.
- Membership on a recognized professional body/institution and/or Professional certification in accounting, purchasing and/or contracting are desirable.

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- Formal training or experience in automated financial management systems, purchasing application software, as well as the set-up, procedures and reporting of ORACLE Financials is desirable.
- Experience in contracting for military or international organisations is desirable.
- Experience in contingency contracting is desirable.
- Experience with use of e-commerce tools is desirable.
- Experience in processing complex, urgent and sensitive requisitions (requirements and costs) for a wide variety of goods, services and engineering works coupled with demonstrated ability to negotiate, execute competitive bidding procedures, award and administer contracts, and effectively prosecute contractor claims and related disputes is desirable.
- Experience in translating complex, urgent and sensitive technical or operational requirements into commercially adequate invitations for bids is desirable.
- 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 is desirable.
- Experience in NATO organisations and/or knowledge of NATO procurement directives is desirable.
- Successful completion of NATO Host Nation Support Course, ACO Contingency Course, and Resource Management Education Programme (RMEP) are desirable.

**Language skills:** NATO Standard Proficiency (Listening, Speaking, Reading and Writing) English 3333 is required; 4444 is preferred.  
German language is required, 4444 is preferred.  
French 2222 in French language is an asset.

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

### **Personal Attributes and Competencies**

Personal Attributes: Ensures all procurements are made as the result of fair competitive bidding and employs good business practice. Must be a self starter, mature, an experienced leader who is able to anticipate problems that are either without precedent or outside directives. Creative thinking and sound judgement are required. Demonstrates initiative, leadership and the ability to prioritise their own workload and the workload of the branch in order to meet the objectives. Should possess courtesy, tact, diplomacy, flexibility, mental alertness, good negotiating skills and service-mindedness in dealing with customers, contractors and government agencies. Will generally work unsupervised, with some guidance available from superiors and from written NATO instructions. Desirable attributes are the capacity to work well under pressure as well as a good retentive memory. Must possess the character, ethics and sound business judgement appropriate for working in a Purchasing and Contracting Office and be eligible to be appointed a Contracting Officer, with an unlimited warrant, in accordance with higher HQ Directives.

Managerial Responsibilities: Supervises two personnel 1×B5/G12; 1×B4/G10. Deputises for the Chief Purchasing and Contracting in their absence. Monitors and supervises the performance of Ordering Officers, delegated procurement authority under certain Contract Purchase Agreements. Originates and creates new procedures in order to facilitate and streamline the day-to-day administration requirements within the Purchasing and Contracting Branch. May act infrequently as FINCON/ACOS A8 in their absence. Directs and supervises the work priorities and provides guidance on the HQ AIRCOM-wide purchasing and contracting activities. Dependent on

requirements may be required to direct and supervise the work priorities of an adhoc or permanent team within the functional area.

Professional Contacts: Liaises with subordinate, supervisory and key officials of HQ AIRCOM and its sub agencies/units, up to and including the general officer level. Executes duties and functions requiring frequent internal and external high-level contacts including coordination and negotiations with senior civilian and military host nation authorities. Contacts NATO bodies, external military and civilian authorities, requires sensitivity, tact and persuasion. Manages procurement actions between contractors and users/requesters.

**Contribution to the Objective:**

The Contracting Officer is responsible for contracts and procurement actions taken by the HQ AIRCOM including CAOC Udem, CAOC Torrejon and the DACCC Poggio Renatico. The successful accomplishment of the contractual support is considered a vital contribution to the successful achievement of objectives, credibility and the smooth daily operations of the Headquarters and subordinate activities. The incumbent ensures that the highest quality of service is provided to the customers. It is the incumbent's responsibility that funds are spent in the most effective way and therefore in the best interest of the HQ AIRCOM and in accordance with the respective Directives. Provides approval of contracts leading to legal liabilities against the Headquarters and NATO. Educates and supervises buyers and ordering officers in the proper use of contractual and financial rules. Contributes to mission objectives by establishing and improving the procurement procedures. The Purchasing and Contracting Branch provides as well direct support to various peacetime and deployed Headquarters activities, Exercises and PWP activities conducted as well out of country. The professionalism of the incumbent has a substantial impact on the overall operational and maintenance costs of the HQ AIRCOM and subordinate units. Failure to fully achieve success in all aspects of this effort would have a negative effect on the achievement of the Commander's plans, policies, and objectives in all functional elements of the Headquarters.

This post reports to OAC BXPX 0010 - Branch Head (Purchasing and Contracting) - OF-4

**Special Requirements**

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 may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The incumbent may be directed to undertake operational duties supporting AIRCOM in its Air Power projection role, and when HQ AIRCOM executes its role as the NCS JFAC. When COM AIRCOM so directs, personnel will be assigned to a JFAC CE position to support operational tasks within the JFAC structure; this will require that the individual undergoes appropriate training and preparation. The expected deployment location will be HQ AIRCOM at Ramstein Air Base. Personnel may be directed to support activities in the framework of delivering Air Power for the Alliance. All additional operational duties take precedence over peacetime tasks, involve regular/frequent operational training, and may lead to operational deployments or TDY assignments within and beyond NATO boundaries.

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The work is normally performed in a normal NATO office working environment /secure office environment with artificial light and air (e.g. bunkers). Normal working conditions apply.

The risk of injury is categorised as: No Risk / risk might increase when deployed

### **Contract**

The successful selected candidate must complete a NATO medical examination and have NATO security clearance before an employment offer will be released. AIRCOM's medical consultant must confirm the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

In accordance with current policy, newly recruited staff will be offered a three year contract which may be extended, subject to a satisfactory recommendation, to an indefinite duration contract. Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

### **Recruitment process**

To apply, candidates must submit applications electronically using the NATO Talent Acquisition Program: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Please be aware that a Selection Board will assess the information provided in the application form. Attachments are supporting documents and should not be referred to in the application form.

Interviews are tentatively planned for September 2022.