

PP Pool: Procurement Officer (Deployable)

Post N° PP Pool / Ref. No. 70/2024

JOB DESCRIPTION - please click [HERE](#)

General Qualifications

University degree in a relevant field of study or equivalent experience.
Thorough training in procurement methods and knowledge of price analysis methods.
Sound experience in contract operations in the procurement division of a sizeable organisation.
Ability to manage time and work effectively under pressure while producing quality products under short notice deadlines.
Ability to develop resourceful and effective solutions to problems (including personnel), ability to focus team on performance goals and expectations, to track metrics and measure performance, and to engage problems early to mitigate risk and redirect performance.
Knowledge of information systems at end-user level with experience in using personal computers and software packages. **Specific Qualifications**
Demonstrated skill in team leadership, management and supervision of a dedicated team of procurement personnel varying in number.
Knowledge of SAP would be an asset.

LANGUAGE QUALIFICATIONS

NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in that language is essential and working knowledge of French is desirable.

DESIRABLE QUALIFICATIONS

Knowledge of the various NATO procurement regulations and procedures.

WHAT DO WE OFFER?

- Multicultural environment
- Initial three year contract with competitive monthly tax-free salary (subject to Article 19 of the Ottawa agreement on exemption of Taxation)
- Additional benefits for expatriate staff including expatriation and education allowances (where applicable) and additional home leave
- Excellent health coverage
- Great work/life balance
- Generous annual leave of 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 7. 370,72, tax free.

This post is deployable. The incumbent of this post may be required to deploy or may be assigned to a remote location, to perform duties (inside or outside a theatre/deployment location) in support of Council approved operations/missions or in support of national or multinational operations/missions authorized by the Agency Supervisory Board of NSPO.

HOW TO APPLY?

All candidates (internal and external) should refer to the [FAQs](#) before applying.

NSPA internal candidates must submit additionally their latest completed **performance report**.

NSPA staff members of the same grade can submit a transfer request till 23 March 2024.

Applications sent via e-mail will be automatically rejected.

Position Number:
PP Pool Deployable

Ref. No.:
70/2024

Position category:
Procurement and
Purchasing

Grade:
NATO grade 15:A2

Minimum educational level:
University Degree
(Master) in relevant
field or equivalent
experience

Duty location:
Capellen, Luxembourg
- Deployable post

Who can apply?:
NATO Civilian Staff
and external
candidates who are
nationals of a NATO
member country are
invited to apply.

Job Title:
PP-Pool/15:A2
Deployable Post

Application Deadline:
07 April 2024

Type of project:
Status of closed
vacancies

Vacancy status:
Candidate selected

IMPORTANT NOTES

Qualified redundant NATO civilian candidates of the same grade will be considered in priority.

Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

NSPA COVID MEASURES:

All deployable vacancy announcements include the requirement to be fully vaccinated at the time of receiving the offer of employment. No offer of employment shall be made to deployable candidates who refuse to be vaccinated.

IMPORTANT NOTE:

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.