

PL001: Head of Procurement Policy

Post No PL001/ Ref. No 2026_00009

JOB DESCRIPTION (See link to the full job description in the blue box)

- A Master's level qualification from a nationally recognised/certified university in a related discipline and 10 years' post-related experience. Acceptable alternatives: Bachelor's level qualification with 15 years' post-related experience, or an equivalent education combined with an appropriate amount of relevant, professional experience.
- Specific senior leadership experience in procurement policy development in a sizeable organisation, preferably in an international environment, with a proven record of accomplishment, delivery and demonstrated implementation of best practices.
- Demonstrated ability and experience in managing, creating and developing diverse, inclusive and high performing teams through the application of inclusive leadership principles and practice.
- Knowledge and practical experience in complying with contract law/regulations/directives/policies.
- Demonstrated background and experience in the area of Business Ethics, particularly in Public/Defence Policy and implementation.
- Successful experience in a senior procurement or contracting position, preferably in NSPO nations and/or within NATO.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.
- Knowledge of public procurement rules and principles and experience in solving related issues, and demonstrated success in the field of defence contracting.
- Ability to communicate clearly and concisely in writing and orally to a variety of audiences including governance bodies of NSPO and NATO Headquarters (HQ).
- Ability to facilitate/present with strong persuasion to secure buy-in and demonstrated highly effective negotiating skills to achieve desired outcomes.
- Ability to multi-task, manage time and work effectively under pressure while producing high-quality products under short-notice deadlines.
- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

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 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 13 039.44, tax free - before insurance and pension contributions.
- **(Definite Tenure)** Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 9 years.

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 16 August 2026.

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET) zone.

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.

EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

IMPORTANT NOTE:

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