

PP-376 (Senior) Procurement Officer

Post N° PP-376/ Ref. No 01/2025

JOB DESCRIPTION - please click [here](#)

NSPA is looking for procurement professionals on A2 and A3 level. The roles could have a deployment clause or not. Please see the Job Description which is based on an A2 level for more information on deployment.

General Qualifications

- University degree or equivalent relevant professional 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.
- Preferably experience in Public Procurement.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- Demonstrated skill in team leadership, management and supervision of a dedicated team of procurement personnel varying in number (for A3 role).
- When serving in support of a NATO operation, the incumbent will be a representative of NATO and of the Agency. Courtesy, tact, flexibility, good communication and negotiating skills are required.
- Knowledge of the Agency's enterprise software (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.

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: **from** EUR 7 370, 72 to 9.083,62, tax free.
- This post may be deployable. If so, the incumbent of this post may be required to be deployed 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

Position Number:
PP-376

Ref. No.:
01/2025

Position category:
Procurement and
Purchasing

Grade:
NATO grade 15/17:A2
A3

Minimum educational level:
University degree
(Bachelor) or
equivalent

Duty location:
Capellen, Luxembourg

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

Type of project:
Status of closed
vacancies

Vacancy status:
Candidates invited for
interview

authorised 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 17 January 2025.

Applications sent via e-mail will be automatically rejected.

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.

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.