

PA-8: Purchase Card Administrator & e-Commerce Specialist

Post N° PA-8/ Ref. No 2024-00635

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree in Business, Law, Finance, IT or equivalent combination of education and professional experience.
- Good knowledge in procurement, contracting or supply chain management, normally acquired through a minimum of three years direct experience in a Government, International Organisation or sizeable company.
- Very good analytical, writing, communication skills and the ability to conduct complex operational, compliance and performance assessments

Specific Qualifications

- Thorough training in purchasing card administration
- Minimum three years of experience in administering purchase card services or sizeable ecommerce programmes.
- Thorough knowledge of the procurement of Low Value Low Criticality goods and services through simplified and expeditious processes.
- Good knowledge of activity categorization and commodity management.
- Demonstrated skills in leadership and management of transversal teams, pursuant streamlining of processes, staff empowerment and collaboration.
- Demonstrated skills in design and implementing change within sizeable organisations.

LANGUAGE QUALIFICATIONS

- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

DESIRABLE QUALIFICATIONS

- Knowledge of SAP.
- Knowledge of NATO procurement regulations and procedures
- CIPS qualification in public procurement or equivalent

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 7 599.21, tax free.

HOW TO APPLY?

Position Number:
PA-8

Ref. No.:
2024-00635

Position category:
Procurement and Purchasing

Grade:
NATO grade 15:A2

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.

Application Deadline:
13 March 2025

Vacancy status:
Receiving applications until deadline

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 21 February 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.

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.