



PROCUREMENT DIVISION

Buyer

Grade: 12:B5

Posts Nos.:

PP-4, 12, 78, 109, 114, 127, 134, 155, 158, 166, 169, 174, 175, 189, 193, 205, 209, 217, 220, 252, 253, 255, 257, 259, 265, 272, 273, 274, 280, 296, 314, 315, 319, 320, 325, 333, 334, 343, 349, 394, 403

Original:	English		Clearance:	NATO SECRET
Date validated:	13 December 2021		Duty Location:	Capellen, LUX
Validated by:	J. Soldat		Job Code:	A51

SUMMARY

The incumbent is responsible to the Senior Procurement Officer for executing procurement activities. More precisely, he/she is responsible for executing the following tasks:

RESPONSIBILITIES

General Responsibilities

- Preparing, negotiating and writing services/supply contracts as required to provide contractual coverage for the support of the Agency's customers in accordance with the relevant prescriptive documents.
- Controlling and signing contracts within the delegated procurement authority.
- Supervising maintenance of contract files in accordance with prescriptive documents.
- Reviewing contractor invoices for compliance with requirements and recommending administrative and/or contract remedy enforcement as required.
- Replacing equivalent B grade within the Division as required.
- Executing other related tasks as required in peacetime and any other appropriate tasks assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of the Agency.

Specific Responsibilities

- Preparing in final form all correspondence to suppliers/contractors.
- Preparing and releasing Requests for Proposals (RFPs) and Requests for Quotations (RFQs), as required.
- Executing cost and price analyses on complex proposals and quotations, submitting results of analyses and making recommendations for awarding the contracts.
- Assuming overall responsibility for contracts from negotiation through to the close-out stage.

QUALIFICATIONS

General Qualifications

- Complete secondary school or equivalent education.
- Sound experience in procurement methods and procedures, including contract development and negotiations, normally acquired as a Junior Buyer after five to seven years in the Agency or in a similar organisation.
- Ability to work with minimum supervision and under tight timelines.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.

Specific Qualifications

- 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 beginner knowledge of French would be an asset.

DESIRABLE QUALIFICATIONS

- N/A

PERSONAL CHARACTERISTICS

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

ADDITIONAL INFORMATION

- N/A