



## PROCUREMENT DIVISION - SUPPORT TO OPERATIONS, Purchasing Branch 3, OI, OL & OS Support Unit

Senior Buyer

Grade: 14:B6

Post No.: PP-404

Original:	English		Clearance:	NATO SECRET
Date validated:	21 June 2022		Duty Location:	Capellen, LUX
Validated by:	C. Defrance		Job Code:	A61

### SUMMARY

The incumbent is responsible to the Senior Procurement Officer for executing the complete range of Buyer duties within the prescribed limits of delegation. More precisely, the incumbent is responsible for executing the following tasks:

### RESPONSIBILITIES

#### General Responsibilities

- Preparing, negotiating and administering services/supply contracts as required to cover requirements of NSPA internal and external customers in accordance with the relevant prescriptive documents.
- Executing cost and price analysis on proposals and quotations, obtaining and integrating the results of the proposal review and technical analysis, making decisions and/or recommendations and submitting results thereof for contract placement.
- Controlling and signing contracts within the delegated procurement authority.
- Assuming overall responsibility, on behalf of the Contracting Officer, for contracts from the conclusion of negotiation through the contract close-out stage.
- Executing all required contract administration tasks.
- 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.
- 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 their national authorities, remain in the service of the Agency.

#### Specific Responsibilities

- Ensuring proper sourcing and preparing and releasing Requests for Proposals (RFPs) and Requests for Quotations (RFQs).
- Preparing, negotiating and administering contracts for the acquisition of products and services tailored to the needs of assigned customers and that are more complex and specification controlled.
- Recommending and implementing the appropriate type of contracts, especially related to the acquisition of supply items and material subject to controlled engineering drawings and specifications; purchasing and renting of licensed software and computer hardware, and their maintenance support services.
- Administering complex contracts as required.

### QUALIFICATIONS

#### General Qualifications

- Complete secondary school or equivalent education.

- Sound experience in procurement methods and procedures involving contract negotiations, placement and close-out, normally acquired as a Buyer after seven to ten years in the Agency or in a similar organization.
- Ability to work with minimum supervision under pressure.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.

#### **Specific Qualifications**

---

- Experience in procurement methods and procedures for the acquisition of complex material and services.
- 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.

#### **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**

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.