



N A T O U N C L A S S I F I E D

Duty Location: **Brussels, Belgium**

VACANCY NOTICE

Contracting Assistant

Acquisition Coherence – Acquisition Support Group

Grade: **B4/B5**

Reference Number: **B4/B5-DACQ-GEN-12-BEL**

This is a position within the NATO C3 Agency (NC3A), an organization of the North Atlantic Treaty Organization (NATO);

The NC3A serves the Alliance through unbiased application of scientific and technical support, and C4ISR (Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance) acquisition expertise;

Responsible for the planning, drafting, negotiation, award and administration of contractual documents for C3I goods and services for the actions assigned by the reporting manager.

Duties:

Under the direction of Chief of Contracts, the incumbent will perform duties such as the following:

- Supports, manages and administers all contractual matters relating to the competitive and sole source procurement process including drafting, coordination and release of solicitations, evaluation and analysis of bids, discussions with bidders and award of contracts in accordance with the Agency's procurement procedures;
- Coordinates and liaises with contractors to ensure compliance and timely performance of contract tasks;
- Performs contract administration tasks including processing changes and amendments, settling claims and termination actions;
- Deputize for higher grade staff;
- Performs other duties as may be required.

Experience and Education:

- Vocational training at a higher administrative level, or equivalent combination of appropriate national qualifications and experience, supplemented by basic level contracting training course;
- At least five - eight years' experience at a responsible level in performing contracting functions including negotiating, evaluating and awarding contracts;
- Knowledge of competitive and sole source procurement procedures, price analysis techniques, contract law, contract administration and industrial practices;
- Ability to work responsibly and independently;
- Experience in automated data processing tools.

Desirable Experience and Education:

- Experience working independently or supervising a staff of personnel;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NATO C3 Agency is conducted in the English language.

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NATO UNCLASSIFIED

Competencies or Personal Attributes:

- The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organizations is needed.

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the Brussels, Belgium and the Hague, the Netherlands offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible for establishing and maintaining contacts with Industry counterparts, NATO Delegations and staff, national procurement authorities.

Supervisory/Guidance Duties:

May be responsible for the other staff as assigned by Chief of Contracts.

Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 3,365.82 (B4) – 3,809.30 (B5) Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "B4/B5-DACQ-GEN-12-BEL") and send it to recruitment@nc3a.nato.int by close of business (17:00 CET):

Monday, 19th March 2012

It is intended that the interviews will take place in the week of 30 April 2012.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>