



VACANCY NOTICE

The NATO Airlift Management Programme is hiring for the following position:

NA 049, Junior Buyer

This is a full time position at grade B-3/B-4; duty station is Pápa, Hungary. Initial contract duration will be three years.

Interested candidates should send their applications via email to:

Personnel and Administration
NATO AIRLIFT MANAGEMENT Programme (NAMP)
Email: recruitment@nspa.nato.int

The application package has to include:

- a cover letter
- the filled NSPA application form
- the filled post requirements form

Please use the post reference number “NA-049 Junior Buyer” as the subject title to ensure that applications can be filled appropriately. Only complete applications addressed by email will be considered. Please **do not** use application forms from other NATO bodies!

Deadline for applications is 05 August 2012, 24:00 CET.

Interview date: 19/20 September 2012 at Pápa, Hungary

Note for Civilian Human Resource Managers/Personnel Officers: NATO civilians who are considered „redundant“, of the same grade will be considered with priority. Please advise NAMA HR by e-mail to hr@nspa.nato.int not later than 01 August 2012. If a redundant staff member is appointed, this vacancy notice will be withdrawn.

Please note that only applicants invited for interview will receive a response. Invitations will be sent out on short notice before the interviews. Candidates are therefore encouraged to provide a phone number where they can be reached at all times. Application deadlines and interview dates cannot be changed to accommodate individual requests

POST DESCRIPTION

ORGANIZATION : NAMA/ Procurement and Contracting (P&C)
POSITIONS No. : NAMA-049
TITLE : Junior Buyer
GRADE : B-3/B-4 **DUTY LOCATION** : Papa/Hungary

SUMMARY

The incumbent is responsible to the Contracting Officer for performing administrative tasks, technical activities, and providing assistance in execution of local purchases for materials and/or services. More precisely, he/she is responsible for performing the following functions:

RESPONSIBILITIES

General Responsibilities

- Providing assistance with the preparation and drafting of service/supply contracts to meet the day-to-day as well as strategic operational requirements of the SAC Program organizations in accordance with the relevant Agency Instructions and Regulations.
- Preparing, organizing and maintaining contracts and related administrative files in hardcopy and/or electronic format.
- Reviewing contracts and invoices for compliance with contractual requirements; recommending administrative and/or contract remedy enforcement as required.
- Requesting, reviewing and analysing relevant technical documentation related to contemplated and/or on-going procurement actions.
- Maintaining and updating procurement metrics and data for the office.
- Maintaining an efficient system of record keeping to allow an ability to report on the status of all procurement related tasks/actions and to monitor timely completion of such actions.
- Replacing equivalent B grade personnel in the office as required.
- Performing other related functions as required in peacetime and any other appropriate functions 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 routine correspondence to suppliers/contractors.
- Preparing and releasing Purchase Requests, Requests for Pricing and Availability as well as Requests for Proposals (RFPs) and Request for Quotations (RFQs), as required.

- Executing cost and price analysis on proposals and quotations, submitting results of analysis and making recommendations for awarding contracts.
- Assuming overall responsibility for assigned procurement actions and tasks for the duration of the procurement action life cycle (pre-award through delivery and contract close-out).
- Advising and assisting customers in defining actual requirements, assisting in the preparation of Statements of Work (SOW) including the final coordination of such documents.
- Performing market research as necessary and developing/maintaining NAMA source file to allow for efficient identification of responsible and reliable sources to fulfil requirements.
- Assisting the Contracting Officer in the execution of “petty cash” and “credit card” purchases.

ESSENTIAL QUALIFICATIONS

General Qualifications

- Complete higher secondary school or equivalent education.
- Experience in general administration and procurement.
- Sound experience in public procurement methods and procedures with an ability to apply the experience in an international organization.
- Ability to analyse and organize large amounts of data.
- Ability to work with minimum supervision under pressure and short timelines.
- Good knowledge of English (written and oral); the incumbent will be called upon to deal with complex problems and draft documentation in English as the official language of the Agency.
- Working knowledge of Hungarian (the ability to listen and speak at a conversational level is required while a basic ability to read and write in Hungarian is considered useful); the incumbent will be called to conduct procurements in the local market.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.

Specific Qualifications

- Knowledge of Systems, Applications and Products (SAP) would be an asset.

DESIRABLE QUALIFICATIONS

- Knowledge of the second official NATO language would be an asset.

PERSONAL CHARACTERISTICS

- Incumbents 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.
- In order to achieve the above job responsibilities, the incumbent will demonstrate the following competencies
 - Organizational awareness
 - Teamwork

- Customer Service Orientation
- Flexibility and Initiative

ADDITIONAL INFORMATION

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.
- The incumbent should be prepared to travel frequently and to be available to work flexible and extended working hours if required by the operation.

Candidates may wish to note that NAMA has become a Programme Office within the NATO Support Agency as of 1st July 2012. Therefore the authority for the appointment to this post lies within the General Manager of the NATO Support Agency. Changes to the post description may also be required in the light of NATO Agency Reform. The attached post description reflects the current AS IS Situation before 1 July 2012.

Note: Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. For serving NATO staff members appointment to the higher grade will be considered if they have already served at the lower grade for more than 2 years in a similar function. Advancement to the higher grade is not automatic and at least a minimum of 2 years' service is required before promotion to the higher grade can be considered.